termweb®

Administrator and User Manual

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Administrator and User Manual
TermWeb® Professional Version 3.8

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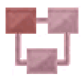
Workflows  ____ 50

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General information

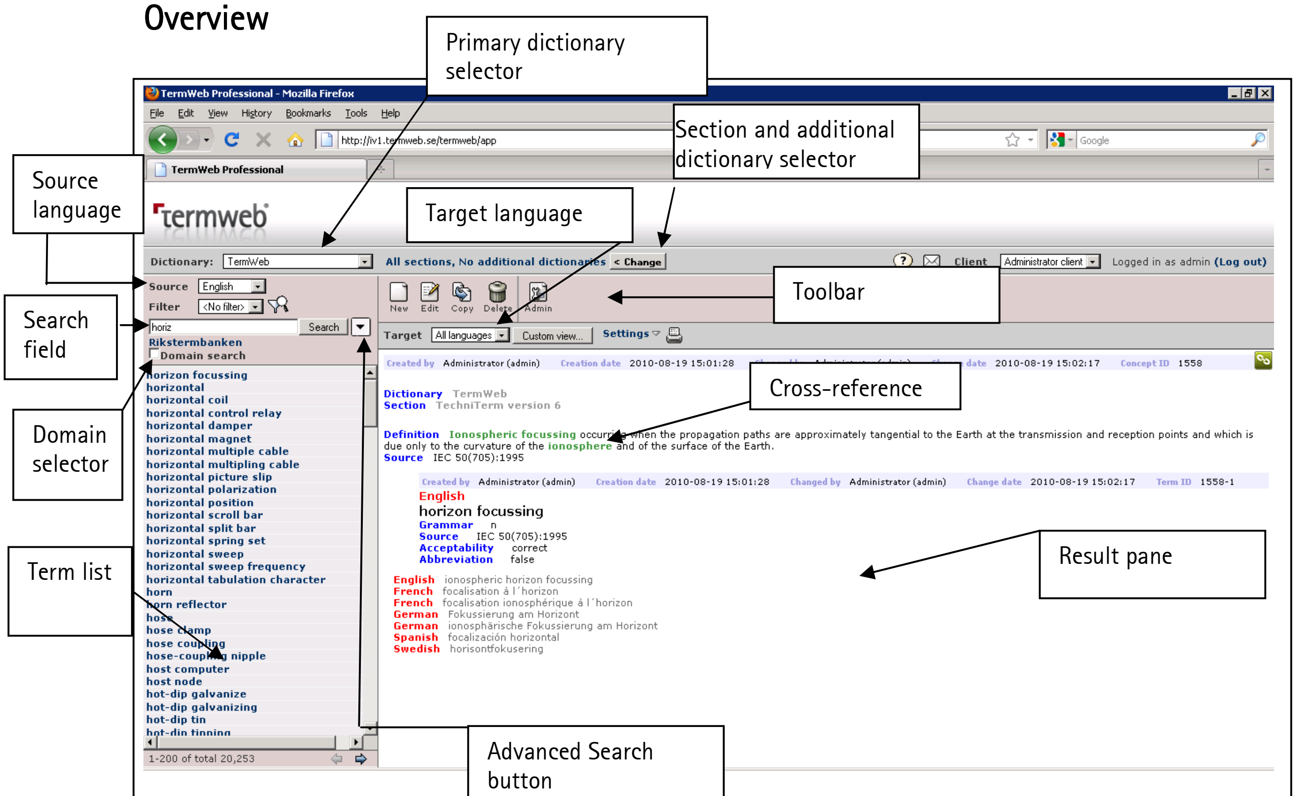
The following description covers all the functions available in Term Web Professional V3.
The functions, and also the dictionaries and dictionary sections, to which you have access, are associated with your user group and authorization. Also, certain functions described in this document may or may not be enabled by the administrator of your installation.

Log in

Enter your company name (**Client**) if it has not been automatically entered, your **User name** and **Password** issued by the administrator and then click **Log in.** (In applicable cases, please select user interface language.)

If you are already logged in but want to log in using a different authorization, log off (click **Log out** in the top right-hand side of the window), enter the new **User name** and **Password** issued by the administrator and click **Log in.**

Overview



Set the source language, target language and how much you want to view in the result pane

If you want to find a term in a language other than the current source language, then select the desired source language from the droplist in the **Source** field.

You can also limit the results shown to *one* target language.
Click the box beside **Target** above the result pane and choose the desired target language.
If you would like all languages to be displayed, choose **All languages** in the **Target** box.
To specify how much term information is shown for each language in the dictionary:
Click on **Custom view** and choose which languages should be shown along with the level of detail you want for each language (e.g. the term only or all term information).
Then choose **Custom** from the **Target** droplist.

If you would like to display the term's history (information about when and by whom the term record was created and changed), click **Settings** and check the **Show history** box. Deselect the **Show history** check box when you want to hide the information.

Note!
The administrator can also specify which fields are displayed for each user, e.g. which level of information is shown. A single term record can be displayed differently depending on which user is logged in.

Search for a term

You may want to choose the dictionary first. See What is a dictionary?.
If you want to limit the search to certain sections in the dictionary, begin by choosing the desired sections. See the section What is a section?.
Select the language of the term you want to find.
If you want to search for a term in Spanish, for example, then select **Spanish** from the **Source** droplist.
Then type the search string in the **Search** field.
If you want to limit the search to a certain domain or subdomain, click **Domain search** under the search field and select the domain(s). See also the section entitled Show a particular domain or subdomain.

Example 1: Type *dog** and click **Search**. A list of all the terms beginning with "dog" will be shown.
Example 2: Type **dog** and click **Search**. A list of all the terms that contain the text string "dog", e.g. 'dog', 'army dog training centre' and 'watchdog' will be shown.
Example 3: Type *dog* and click **Search**. A list including the term "dog" and adjacent terms will be shown.
Click the term you want to see.
If more than two languages are displayed and you want to see *all* the information in a particular language for a given term, click the term in the desired language. The term and all of its detailed information will be shown in the result pane.
(See also information for customizing the display under "Set the source language, target language and how much you want to view in the result pane" above.)

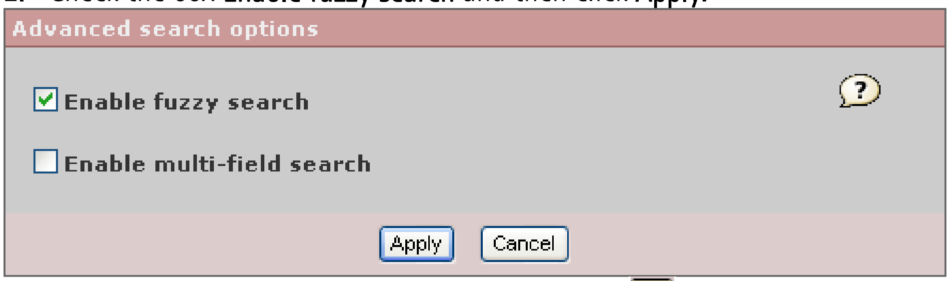
Advanced search

If you are not sure of the spelling or wish to search the term in fields other than the term field then you can use the Advanced search options. When doing an advanced search, do not use asterisks (unless the text you are looking for includes asterisks).

Fuzzy searches – searching for approximate strings

If you are unsure of the exact spelling of the term:

1. Click on the advanced search button ( ).
2. Check the box **Enable fuzzy search** and then click **Apply.**

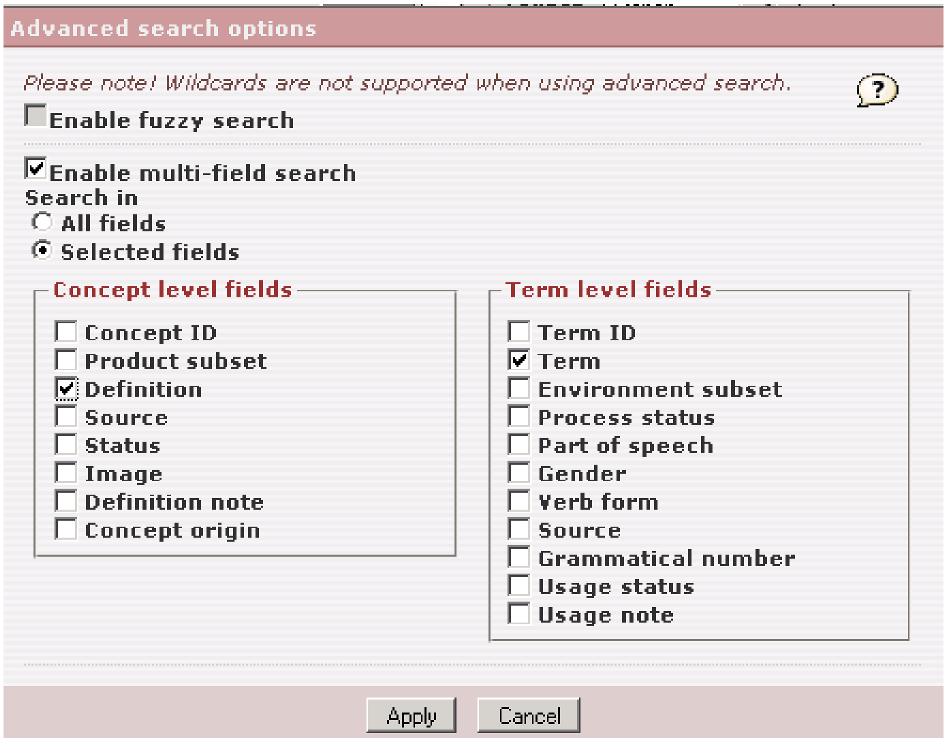


3. The button for advanced searches changes color: .
4. Write the term “plattform" or a part of the term (without asterisks) in the search field, with Italian as the source language. The terms that approximately match the search string will be shown, e.g. *piattaforma.*

Search in multiple fields

If you want to search for a particular string that might be found not only in a term but even in a definition or comment:

1. Click on the advanced search button ( ).
2. Check the box **Enable multi-field search.** Check then the **Selected fields** box and choose the fields that you want to search. Click **Apply.**



3. Type the search string (without asterisks) in the search field. All the term records are then shown where some part of the chosen fields (on the concept level as well as the source language) includes the search string. Note that the advanced search arrow changes color  when the multi-field search option is activated.

Use filters to search and export

If you want to search for term records or term equivalents that fulfill specific criteria, e.g. all term records that do not have a definition, all term records that do not have a term equivalent in a certain language or term equivalents with a certain status, you can use the filter function. **Note!** A filter limits the search to the selected dictionary. A filter can be defined to be private (only accessible for the creator) by setting its visibility to **Owner** or accessible for a certain group selected in the **Visibility** droplist, or to all users, if **Default group** is selected in the Visibility droplist. However, only the owner of the filter, or an administrator, can edit or delete a filter.
If an administrator is unable to delete a filter, it is because it is in use (in an export setting or as a standard filter for a group).

You can use several combinations of conditions in the filter.
You can create a set of filters for a certain dictionary and then select them from the **Filter** droplist or by clicking the Filters icon and then > **Apply filter.** Note that the term list gets a yellow background to signal that a filter is applied. Filters can also be applied to term export by clicking on the **Admin** icon and then on the **Export** icon. The filter is then chosen under **Export settings** in the **Select concepts by filter** field.
The conditions for the field contents can be set as follows:
a) fields that contain an exact string (typed after “EQUALS” or, if you do not enter a search string, empty fields)
b) fields that contain the string and additional contents (typed after “CONTAINS”)

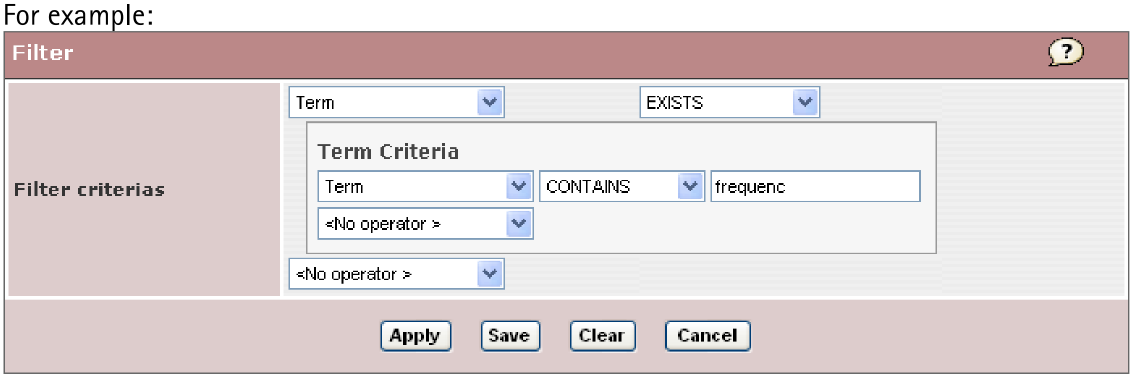
c) fields that do not contain the string (typed after "NOT CONTAINS")
d) fields that are not equivalent to a specific string (typed after "NOT EQUALS" or, if you do not enter a search string, fields that contain *something; i.e.* "not equal to nothing")
e) fields that start with a certain string (typed after STARTS WITH)
f) for certain fields: that fulfill a specific time value, e.g. that were changed before (BEFORE) or after (AFTER) a specific point in time (date and time) or on a specific date (EQUALS), or outside of a specific date (NOT EQUALS)
g) for numeric fields: where the field value EQUALS, NOT EQUALS, is LESS THAN or GREATER THAN a typed-in integer value

Temporary and saved filters

You can create a temporary filter. (If you want to reuse it you can save it later.)

To create a temporary filter:

1. Click beside the Search button.
2. Click **Create temporary filter.**
3. Enter filter criteria in the dialog box.
   For example:



4. Click **Apply.**
   Only the term records that fulfill the criteria you have entered are shown.
   In the example, only those term records are shown that have at least one term (<u>in any language</u>) that contains the string "frequenc".
   The temporary filter is applied to the current main dictionary until you create a new temporary filter for any dictionary.

5. If you want to deactivate the filter, select <No filter> in the **Filter** droplist box in the upper left-hand column:

6. If you want to edit or save the filter, click the filters icon again.

If you want to create and save a filter or edit an existing filter, use the button and click **Add new filter** or click **Edit** to the right of the filter name. See the example below.

Example:

You can filter term records on the basis of the concept level fields that apply to the term record or to the fields that belong to the terms of a certain language (under Term level).
Note! Use only search strings in the field, **not** wildcard characters.
All filters are private, i.e. connected to a specific user name. Filters that have been created by the administrator can, however, be applied by other users if selected to be visible for, as an example All users or Guests.
Note: All the examples below are taken from the TechniTerm glossary.
Example: To find all the term records with definitions containing the text string *phase shift*:

1. Click the **Filters** icon .
2. Click **Add new filter>>.**
3. Name the filter. Note! A filter name may not be more than 25 characters.
4. Indicate whether the filter should be available to yourself only or to all users within a specific user group in the **Visibility** field. (Please note: Administrators can see and use all filters.)
5. Replace the text <Select field> with the name of the field, for example **Definition.** Select **CONTAINS** in the box beside it and fill in the search string, e.g. *phase shift*.
   Click **Save** and then **Apply** by the filter's name if you want to use the new filter immediately. (If the filter is already selected (applied) when editing in the future, simply click **Close.**)
   All the term records with definitions containing *phase shift* will be shown.
6. Click the term you want to see.

Example 2: To find all the term records with *phase shift* in their definition and *key* in any of the English terms:

1. Click the **Filters** icon .
2. Click **Add new filter>>.**
3. Name the filter and indicate its visibility.
4. Select a field from the Filter criteria droplist <Select field> such as **Definition** (make sure that **CONTAINS** is selected in the box to the right of Definition), and fill in a search string in the box that appears to the right of CONTAINS, e.g. *phase shift*.
   Select **AND** in the droplist below Definition (instead of <No operator>).
   Choose **Term** and **EXISTS** on the next line.
   On the line, under Term Criteria, choose **Term** and **CONTAINS** and write *key* in the field to the right of CONTAINS.
   Choose **AND** in the droplist (instead of <No operator>).
   Choose **Language, EQUALS** and **English** on the next line.
   Click **Save** and then **Apply** by the filter's name if you want to use the new filter immediately.
5. Click the term you want to see.

Note! 1: If you want to deactivate the filter, select <No filter> in the **Filter** droplist in the left-hand column**.**
Note! 2: If you want to use a previously defined filter, then select the filter shown in this **Filter** droplist:

Example 3: Find all the term records that have a definition and a term with Usage USA:

1. Click the **Filters** icon .
2. Click **Add new filter>>.**
3. Name the filter and indicate its visibility.
4. Replace the text <Select field> in the droplist with **Definition.**
   Make sure that **NOT EQUALS** appears in the box to the right.
   Do not fill in anything in the box that appeared to the right of the NOT EQUALS field.
   Then choose **AND** from the droplist (instead of <No operator>).
   Choose **Term** and **EXISTS** on the next line.
   On the line under Term Criteria, choose **Usage** and **EQUALS** and select ***USA*** from the droplist to the right of EQUALS.
   Click **Save** and then **Apply** by the filter's name if you want to use the new filter immediately.
5. Click the term you want to see.

Creating a permalink to refer to a term record

To create a link to a specific term record:

1. Click the desired term in the term list.
2. Click the green Permalink button in the upper right part of the result window.
3. Copy the link information from the web browser address field.
4. Paste and use this link in other documents, to refer to the specific term.
5. Users who are not authorized to see the term entry (e.g. guest users), will get a TermWeb view with no concept in focus (empty result window).

Enter a new term record

1. Check first to make sure that the term, with the same or a similar definition, does not already exist in a dictionary.
   See <u>Search for a term</u> above.
   Please note that while editing you can "restore" and return to the previous page by pressing **Alt+X** (in Internet Explorer), by clicking Cancel at the bottom of the windowpane, or by clicking on the red x icon in the upper right-hand corner of the windowpane.
2. Click the **New** icon .
3. Press **Alt+O** (in Internet Explorer) or click **Edit concept level fields....** Enter the information you have for the concept level fields, e.g. enter the term's definition and specify the domain and subdomain. For more information about domains, see the section <u>Show a particular domain or subdomain</u>.)
   In order to show as much of the domain selection frame as possible, you can switch to full screen view (F11 in Internet Explorer). Specify the term record subdomain(s) by clicking **Select domains** and then the plus sign beside the desired domain and subdomain.
   Here you can also choose the <u>section</u> in which the term record will be placed.
   Then press **Alt+S** (in Internet Explorer) or click on **Save.**
4. Press **Alt+A** (in Internet Explorer) or click on **Add term...**, choose the language and fill in the term along with the information for the chosen language. Then press **Alt+S** (in Internet Explorer) or click on the green tick icon in the upper right-hand corner or click on **Save** at the bottom of the page.

5. If you want to enter a term in another language, click either

   Add term...  (**Alt+A** in Internet Explorer) or **Copy term...**  (**Alt+C** in Internet Explorer) is used to select the new language and enter the term as instructed in the previous step.
6. Press **Alt+S** (in Internet Explorer) or click **Save** when you have finished updating the term record.
   If you want to create another term record, press **Alt+N** (in Internet Explorer) or click **Save & New**.
   If you want to create another term record based on the current entry, click **Save & Duplicate** (**Alt+D** in Internet Explorer)). In the latter case, all information will be duplicated, including the information about the domain(s) and section.

Enter a new term record based on an existing term record

1. Check first to make sure that the term, with the same or a similar definition, does not already exist in a dictionary.
   See Search for a term above.
2. Click on a term from the term list that you would like to use as a template.
3. Click on the **Copy** icon .
4. Continue from step 3 Change a term record below.

Change a term record

You can easily change or modify a term record, including the information in the concept level fields and the information about term equivalents in each language.
For example, if you want to change the information about a German term equivalent:

1. Show the term record. Click on the term in the list in the left-hand column to make the contents of the term record visible in the result pane to the right.
2. Click the **Edit** icon .
3. Click the German term (if German has not already been set as the source language).
4. Click **Edit term** (**Alt+E** in Internet Explorer).
5. Change or add the desired information in the fields shown.
   If you want to **copy** a certain **field value**, e.g. "Source" or "Part of speech" to all terms (in all languages) in the concept, select or type a field value and click the icon to the right of the field and confirm the operation. The field value will the be copied to the field in all terms in the concept, replacing any previous content of the field.
6. Click the green tick mark at the upper right-hand side of the term field box or click **Save.**
7. If you want to change a term equivalent in another language:
   Click the term in that language.
   Click **Edit term** (**Alt+E** in Internet Explorer).
   Change the information and then press **Alt+S** (in Internet Explorer) or click on the green tick at the upper right-hand side of the window or click **Save.**
8. If you want to change the information in the concept level fields, press **Alt+O** (in Internet Explorer) or click **Edit concept level fields...**, change the information and then press **Alt+S** (in Internet Explorer) or click **Save.**
9. Press **Alt+S** (in Internet Explorer) or **Save** in the button field at the bottom of the window when you have finished updating the term record.

Add a term to an existing term record

You can add a new term equivalent in another language to an existing term record.
If you wish to add a Portuguese term equivalent, for example, do the following:

1. Show the term record. Click on the term from the list so the content of the term record will be visible in the result pane.
2. Click the **Edit** icon .
3. Press **Alt+A** (in Internet Explorer) or click on **Add term...**.
4. Add the additional information about the Portuguese term.
   (Scroll down if necessary.)

Write the Portuguese term in the "Term" field and change "Language" if necessary, to Portuguese.

5. Then press **Alt+S** (in Internet Explorer) or click on the green tick in the upper right-hand corner or click on **Save**.
6. Press **Alt+S** (in Internet Explorer) or **Save** in the button field at the bottom of the window when you have finished updating the term record.

Undo changes in a term record

If you want to undo changes that you have made in a term record, click **Settings**, select the **Show history** check box and then click on the restore arrow under **Restore** beside the earlier version of the term record which you want to restore.
The system administrator and administrators can also cancel other users' changes by restoring previous records.
Notes!
It is not possible to undo a change made using the **Restore** function described above.
Furthermore, changes in concept relations and attached objects (including thumbnails) are not registered in the history and thus cannot be undone.

Add cross-references, pictures and other objects to term records

You can easily add a **cross-reference** from one of the fields in the term record (excluding the term name field or fields that may only have numeric contents) to either a specific term record or to a term in a specific language.
Right click on the field that you want to add a cross-reference to and choose **Add Internal Link.**
For example, type *See also shaft*, highlight the word *shaft*, right click and choose **Add Internal Link.**
A search box is then opened and you can search for desired terms or term records in any language.
(Note! This applies to the sections in the dictionary that you have chosen to display!)
Search for the entry with the English term *shaft* and click on the desired term.
Then choose if you want to create a link to the term record (concept) with the word *shaft* or the actual word (term) itself ("Link is referring to" is linked to Concept or Term) and click **Save.** In the case of the former (link to Concept), the term record is shown with the terms in the database's order of languages. In the case of the latter (link to Term), the chosen term is shown first.
Note! When making changes, the link is shown in double angle brackets, e.g. «link word». If you later want to change the link, select the link word including the angle brackets, right click and choose **Edit link.**
Note! Links should normally not be created for terms that are not approved. (Term records or terms should be marked with a status "Approved" or "Correct" if the dictionary offers a status option.)

If you want to add a **link to** an explanatory **PDF image** (or a **GIF** or **JPG image**) of a term record, then save the picture in a picture archive, right click on the link text as in the instructions above, choose **Add External Link** and copy to or type a link in the **URL** field. Finish by clicking **Save.**
The link should be typed as a normal web link:
http://www.my_terminology.com/graphics/figure.pdf.
You can also add a link to a website in the same way:
http://www.website.com

If you place all objects to be linked (picture, sound, video clip files etc.) in the TermWeb File repository, you can then easily create a link to each object by double-clicking the object and then clicking **Save.**

To open the File repository, if not displayed: Click **File Repository>>.**
To search for an object: Enter any text string contained in the object's file name and click **Search.**

<u>To prepare for this; to add files to the file repository</u>, select **Admin View** > **File Repository**, click **Add file**, browse to and select the desired file and, optionally, add a description of the file. Then click **Create file.**
To <u>view (or play) the file</u>, click **View file.**
It is also possible to upload files in batch to and download files in batch from the file repository:

To upload files in batch to the file repository, click **Import files from a zip file**, browse to and select the ZIP file containing the objects, and then click **Import.** The ZIP file will be automatically uploaded and the objects unpacked into the file repository.
To download files in batch from the file repository to a ZIP file, click **Export all files in repository to zip file.** You will then be able to save the ZIP file in a selectable directory in your computer or network.

If you wish to **attach a document** to the TermWeb concept (to display an image or another binary object, e.g. a PDF file), write any text that is to be shown before the object symbol (or illustration thumbnail), click **Add Attachment**, indicate the text that is to be shown when someone points to the object symbol in the field **Display name** and browse to the field or copy the link to the file that you want to read into the database to the **File to attach** field.
In this case the object is saved in the internal TermWeb database.
Example of object symbols: ,

To *remove* a file that has been attached according to the instructions above, do as follows:
1. Edit the term record and right click on the image field in question.
2. Choose **Edit Attachments.**
3. Click **Delete** on the line of the file in question and confirm.
4. Save the field in question and the term record (press **Ctrl+S** twice).

If you want to replace a file that was attached according to the instructions above or add an informative text to be shown when you point to the object symbol:
1. Edit the term record and right click on the image field in question.
2. Choose **Edit Attachments.**
3. Click **Edit** on the line of the file in question.
4. Indicate any "display text" for the file (the object) in the **Display name** field and/or new object in the field **Replace with file.**
5. Click **Save.**
6. Save the field in question and the term record (press **Ctrl+S** twice).

Show a picture that is associated with a term record

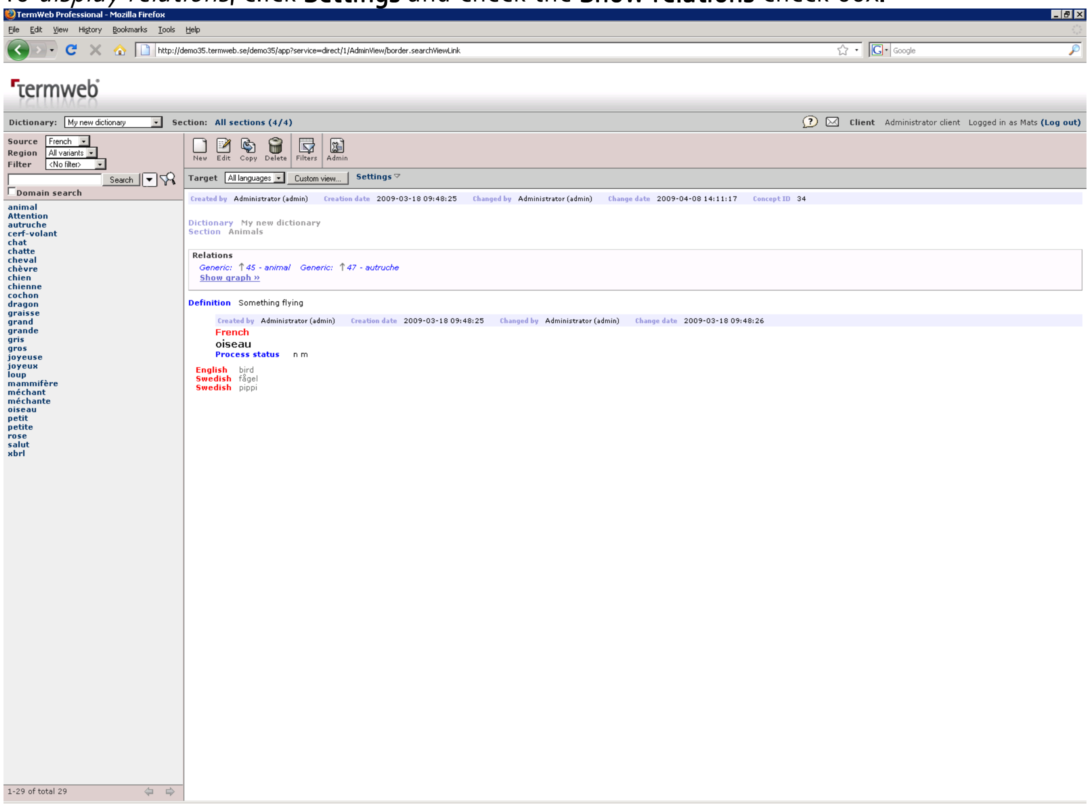
Some term records include links to web sites, explanatory images or other multimedia objects. In these cases a link with a different color or possibly text with a small image symbol is visible in the relevant field.
When you click on one of the latter, the picture will be shown in a new window.
Close the window with the picture by clicking the 'x' in the upper right-hand corner (or on the Close tab symbol or corresponding for tabbed browsing).

Alternatively to symbols, thumbnails can be displayed (for attached jpg and gif illustrations):
To *show illustration thumbnails*:
Click **Settings** and check the **Show thumbnails** box.
To *hide illustration thumbnails* and show object symbols only:
Click **Settings** and deselect the **Show thumbnails** check box.

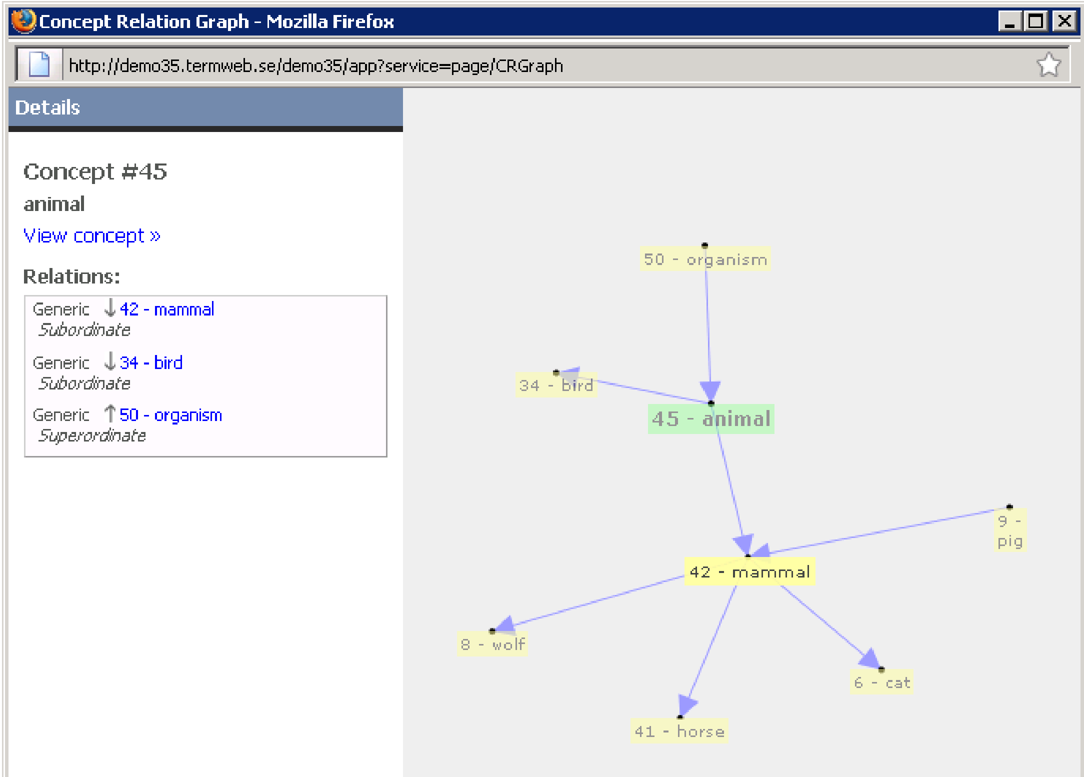
Creating and displaying relations

TermWeb allows you to define, edit and view relationships like subset, part-of, etc. for the concepts in your dictionary. Concept relations are also displayed graphically in a navigable map to let you find and view the related concepts in an easy way. The terms in the relation graphs are displayed in the currently selected source language.

To *display relations*, click **Settings** and check the **Show relations** check box.



To *view a diagram* of the current concept's relations, click **Show graph »**.



Here, click **View concept** to go back to normal view.
You define and delete relations under **Add/Edit** > **Edit concept level fields**
If you click **Add relation**, a list of terms is displayed. Find and select the term you want to create a relation to. Then define which relation the selected term has to the concept you started out working with.
An example: If you start out working with the concept *chassis*, click Add relation, find the *car* concept and define the relation as Partitive and Superordinate, as car is superordinate to chassis.

Printing term data

To print a selected subset of term data, either to a PDF file or to a printer, proceed as follows:

1. Display the desired list of terms, using search criteria, filters etc.
2. In the Search view, click the **Print** Icon.
3. Now you can select whether to print only the concept currently displayed in the result window, or all concepts in the term list. Also, you can select to print to your standard printer (via html) or to a PDF file.
   In case you select normal (html) printout with the **Print only the selected concept** or **Print all concepts in the current list** radio button, you can choose to save the html file for later use.
   Furthermore, you can choose to add a list of contained concept ID numbers at the top of the printout by selecting **Create a table of contents.**

Please note that the fields appearing in the printout depend on the view used for your user group.

Check the history of a term record

To show a list of all the important changes made to a term record:

4. Show the term record. Click on the term from the list so the content of the term record is visible in the result pane.
5. Click **Settings** and select the **Show history** box. An overview of changes made to the term record will appear.
   Click the link text under Action, e.g. "The concept was changed" if you want to see more information about the change.
6. Deselect **Show history** when you want to hide the information.

See also Undo changes in a term record.

What is a dictionary?

A dictionary is a major part of the database of a given structure, e.g. a limited number of languages and fields.
The fields may be valid for the entire term record ***(concept level fields)***, e.g. a definition. They may also be valid only or for a term in a particular language ***(term fields)***, e.g. grammar or source of a translation of a term in a particular language (a term equivalent).
The administrator defines dictionaries. You specify which dictionary will be shown by clicking the scroll arrow beside the **Dictionary** droplist and choosing the dictionary from the list. The list of terms in the chosen source language is then updated.
More than one dictionary:
There is possibly more than one dictionary available to you. In this case, you can either change which dictionary to view, search, and work with, as described above, OR select one ore more additional dictionaries to view and search in the same time as the main dictionary.
Note!
You should only add, change, and delete concepts in the currently selected main dictionary.

Selecting additional dictionaries

If there are more than one dictionary available, you can select one or more dictionaries (besides the main dictionary selected in the Dictionary droplist) to search in. These are referred to as additional dictionaries and are also selected in the same window as sections.

1. Click the "All sections ..." link or the **< Change** button (to the right of the Dictionary droplist).
2. Press and hold Ctrl and click the additional dictionaries you wish to select for searching.
3. Click the **Select** button. The number of additional dictionaries is displayed in the link text and the term list is updated to include terms from selected additional dictionaries. Terms from additional dictionaries are displayed with pink background in the term list.

Searching in additional dictionaries has some limitations compared to main dictionary searching:

- Terms from all available sections are displayed from additional dictionaries.
- Domain, filter and multi-field searches only return terms from the main dictionary.
- Fuzzy search returns matches from main and additional dictionaries.
- Editing of concepts is only possible in the main dictionary.

When a concept from an additional dictionary is displayed in the result window, a message is shown at the top of the window with a link for setting the concept's dictionary as main dictionary. This provides a quick way of changing the main dictionary if you for example want to edit the concept. The previous selected main dictionary is automatically selected as additional dictionary when this link is used.

If you change the main dictionary using the Dictionary droplist, the previous main dictionary is **not** selected as additional dictionary.

What is a section?

A dictionary can contain a number of sections with various types of terms and phrases. For instance, there might be a section with terms that are still being worked on, one with abbreviations and acronyms, and one with approved terms that are standard in various languages.
If you click on the "**All sections ...**" text, you will see all of the sections (and possibly additional dictionaries) that are available to you.
You can choose to show terms from one or more of the sections:

1. Click the **< Change** button (or click the text, normally "**X of Y sections ...**", to the right of the Dictionary droplist). Usually the text "**All sections ...**" is shown here.
2. A list of available sections appears in a box in the result pane. Select the section that you want to search. Hold **Ctrl** and select other sections that you want to search.
3. Click **Select.** (Note that the term list gets a yellow background to signal that only terms from a subset of the available sections are displayed.) When you then click the **< Change** button again, the names of the sections which you have selected appear in the **Selections for searching** box in the result pane.

If you want to show terms from all the sections in a dictionary:

1. Click the **< Change** button (or click the text, normally "**X of Y sections ...**", to the right of the Dictionary: droplist).
2. Click the word "**All**" (Select **All**) in the **Sections in current dictionary** part of the **Selections for searching** box.
3. Click the **Select** button at the bottom of the dialog box.

Show a particular domain or subdomain

The terms in a dictionary and its sections can be classified according to their subject areas, i.e. domains, such as DATA PROCESSING or BUSINESS & ADMINIST.
If you want to only show terms from a single domain or subdomain:

1. Tick the **Domain search** box.
   In order to show as much of the domain selection frame as possible, you can switch to full screen view (F11 in Internet Explorer).
2. Select the desired ***domain(s).*** If you select a domain, its ***subdomains*** are also selected automatically. To select or remove ***subdomains***, first click the plus sign to the left of the main domain selected and then the subdomain(s)which you want to select.
   Click **OK** at the bottom of the result pane when you are finished.
3. Only terms from the selected domains/subdomains will be visible in the chosen source language.

You can see which domains and subdomains you have chosen in when you point to the heading **[n] selected domains [change]** at the top of the result pane.

Move a term record

To move a term record:

1. Show the term record. Click on the term from the list so the content of the term record is visible in the result pane.
2. Click the **Edit** icon .
3. Press **Alt+O** (in Internet Explorer) or click on **Edit concept level fields….**
4. Choose a different section from **Section** box and press **Alt+S** (in Internet Explorer) or click **Save** at the bottom of the window when you are finished.
5. Save the term record by clicking **Save.**

Remove a term record

To remove an entire term record (e.g. a duplicate entry):
(You can also remove a term record by moving it to a section for removed records by following the instructions under "Move a term record".)

1. Show the term record. Click the term on the list so the content of the term record is visible in the result pane.
2. Click the **Delete** icon .
3. Confirm that you wish to remove a term record by clicking **Delete** in the text box shown. The term list is updated.

Remove a term

You can remove a term equivalent from a term record as follows:

1. Show the term record. Click on the term in the list to the left so that the content of the term record is visible in the result pane.
2. Click the **Edit** icon .
3. Click once on the term you want to remove so that it is appears at the top of the result pane.
4. Click **Delete term** to confirm that you want to delete the term.
   (If you change your mind, press **Alt+X** (in Internet Explorer) or click **Cancel** in the button field at the bottom of the window. You can also later use the Restore function in Show history.)
5. Press **Alt+S** (in Internet Explorer) or click **Save** in the button field at the bottom of the window when you have finished updating the term record.
   The term list is updated.

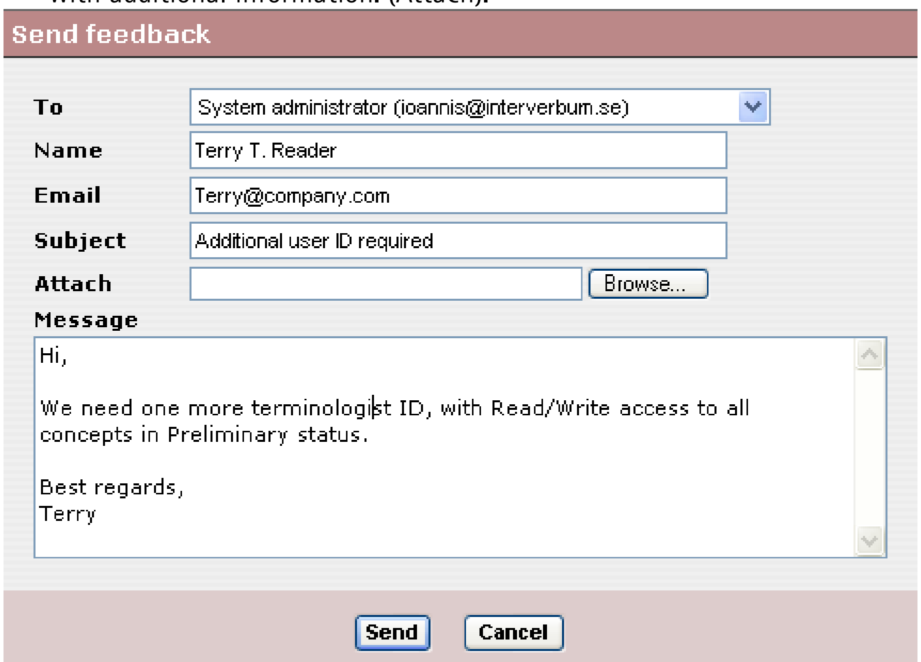
Import and export term data

If allowed by the administrator, even if you are not an administrator, you may have the right to import and/or export data to and from certain sections of a dictionary. Please refer to sections "Import: To import term data" and "Export: To export term data" below.

Send feedback

This is how you send a message to the system administrator or the dictionary administrator:

1. Click on the mail symbol .
2. Select the name of the addressee from the droplist in the **To** field.
3. Fill in your name, email address, the subject and your message. You can also attach a file with additional information. (Attach).



4. Click **Send.** Confirmation that the message has been sent appears in the result pane.

Log out

Click **Log out** in the upper right-hand side of the window.

Administration (for administrators only)

If you click on the **Admin** icon in the search mode (with search field, term list and result pane visible) the following function icons will appear:

- New Dictionary Wizard: Create/add a new dictionary
- Dictionaries: Modify or remove a dictionary (languages, fields, layout), export the dictionary definition and create a new dictionary by importing a dictionary definition
- Sections: Add, rename and delete sections
- History: View changes in the overall structure and content of a dictionary and "undo" the ones you do not want. If you want to "undo" changes (i.e. restore previous data)for a specific term, go to Search View > Settings > Show history.
- Edit Domains: Add, edit and delete domains and subdomains
- Subclasses: Add, edit and delete subclasses (groups of term records that can be located in different sections and are viewed in a certain way by all users, except administrators.)
- Edit Views: Add, change and remove views for a specific dictionary. Different views, such as differences in the information that is visible, can be selected for different user groups. Different views can be used, for example, to hide fields with exclusively administrative information from most users, except terminologists and administrators.
- Import: Import data with variable formats into TermWeb 3
- Export: Export a complete dictionary or a (filtered) part of a dictionary
- File Repository: Work with objects like pictures, sound files, etc. in the internal TermWeb file repository, import and export objects in batch
- Users: Add, modify, deactivate/activate or delete a user
- Groups: Add, modify and delete groups (with any filters and views)
- Group Members: Assign the user to one or more groups.
- Guest Account: Activate/deactivate a guest account (for several simultaneous users without personal user names). Indicate automatic login or normal login to be associated with a guest user name and password.
- Change Password: Change your own password
- Access Editor: Select the level of user group(s') access (no access, read access or read and write access) as well as export/import rights to various dictionaries and sections
- Permission Schemes: An alternative to Access Editor, providing a more detailed configuration of access permissions, including delete rights, and easier management. A permission scheme consists of a set of permissions granted for different user groups. The scheme is assigned to selected dictionaries and/or sections.
- Lock Languages: Select (for each applicable dictionary) which languages should not be editable for members of certain user groups
- Scheduled Jobs: Automate regular exports of terminology data that fulfill certain criteria.
- Statistics: View usage statistics for the installation, listed per client, user etc.
- Workflows: Define and automate tasks, control access permissions on the field level, and add condition-dependent styling to your term data.
- Administrator Tools: Reindex dictionaries to speed up access. Customize message for error page.
- Clients (can only be used by the system administrator): Add, modify or delete clients. Specify a maximum number of user accounts and/or a maximum number of individuals who can be logged in at the same time for each client.

Note!

- As an administrator you can always return to the window with the administrator function icons by clicking **Admin View** in the upper left-hand side of the window.
- You can always return to search view by clicking **Search View** in the bar to the left of Admin View.

New Dictionary Wizard: Add a new dictionary

Note that a section with the same name as the dictionary is always created as a dictionary is created.
Note also that authority to a dictionary and its sections is always initially set as Undefined. You need to define the Users and User groups and their authority if you want to limit access to a dictionary.

Dictionaries: Edit/delete dictionary, export/import dictionary definitions

You can rename a dictionary as well as the language, concept and term level fields by clicking the dictionary name. Here, you can also define at which place the dictionary should be placed in the list of dictionaries (dictionary selector etc.). Type the desired order number in the **Sort index** field. Note that this has to be done starting at number 1, and preferably for all dictionaries in the database.

Field types:

You can create single-line and multi-line text fields, incremental fields (the value of which is automatically recalculated for each new term record), as well as picklist fields (allowing the selection of one of several fixed values) and multivalued fields (allowing the selection of one or more of several fixed values) .
A multivalued field "Product(s)" with several values selected could for example be displayed as follows: **Product A, Product C, Product D, Product V.** Please note that values in multivalued field cannot contain the separator character , (comma).

Character encoding, mandatory fields and min/max no. of characters allowed:

You can also indicate how character encoding of data, whether or not fields are mandatory, and the kind of data permitted in the field (see below) as well as the min./max number of characters allowed.
If Unicode is selected for a field, then it is possible to write or copy in characters other than the Latin as well special characters, such as a dash. Note that the term field (in all languages) is specified as Unicode.
Mandatory fields are indicated by an asterisk. If you try to save a term record without filling in a mandatory field, an error message will appear and/or the field will be indicated with a colored background.

Data type (Allowed value):

In addition you can indicate what kind of data is allowed in the field, i.e. any text, integer number (without a decimal or comma to indicate thousands, max 9 characters), or data that corresponds with a regular expression. An example of the latter is the simplest form of syntax control of the date, i.e. 20YY-MM-DD:
20\d{2}(-)((0[1-9])|(1[0-2]))(-)((0[1-9])|([1-2][0-9])|(3[0-1]))

If you want to add your own definition of a field on the concept level, with a limited number of possible values, do as follows:

1. Click the dictionary's name.
2. Click **Add...** in Concept Level Fields.
3. Select **New custom field** and then click **Continue.**
4. Enter the field name.
5. Specify the type of field in **Field type** (Picklist).
   Note! A single-line field can theoretically contain a maximum of 16,383 characters, but as the name indicates it is intended for less information, e.g. a maximum of about 70 characters which can be shown on one line in the result pane without sideway scrolling.

A multi-line field can contain a maximum of 16,383 characters, if not otherwise specified under Data length limit.

6. Select **Latin-1** in **Encoding** if the field only will include Latin characters.
7. Select **Value is required** if the field must be given a value when a term record is created.
8. Click **Add...** beside the box for "Picklist items".
9. Enter one of the fixed values in the typing field and click **Save** beside the typing field.
10. Repeat step 9 for other possible values.
    Note that the value you write in first will be shown at the top of the list.
    If necessary you can move the various values up or down in the list.
    If the field is defined as mandatory, then the upper value of the list will be filled in automatically when someone creates a new term record.
11. Click **Save** at the bottom of the box.
12. Click **Save Changes** if you do not want to add or change more fields.

Note! Initial zeros in numerical fields are automatically truncated when the term record is saved.

Export a dictionary definition

This is how to create a file with a certain dictionary structure (fields and sections):

1. Click **Dictionaries.**
2. Click **Export** beside the dictionary from which you want to export the definition.
   (If you want to export the dictionary definition to MultiTerm XDT format, click **Export XDT file** beside the dictionary from which you want to export the definition.)
3. Save the resulting XML file in an appropriate location and with an appropriate name.
   Note! Only the dictionary structure is exported, no term data, user data or access rights data is exported

Import a dictionary definition

This is how to create a new dictionary with the same structure (fields and sections) as one which you have previously exported:

1. Click **Dictionaries.**
2. Click **Browse** and choose an exported dictionary definition file from the **Import dictionary definition from file** box.
3. Click **Import dictionary** and a dictionary with the same languages, fields and characteristics as the previously exported dictionary is created. If you import the dictionary definition while logged on as the same client that created the original dictionary, the new dictionary will have the same name as the exported dictionary definition but with an added number, e.g. (2).
   Note! Term information is not imported, but you can import it via (Export and) Import in Admin View.

Edit dictionary layout

If you want to change the appearance (character size, color etc.) of the field names and/or text, please do as follows:

1. Click **Dictionaries.**
2. Click **Edit Layout** on the line of the relevant dictionary.
3. Change the style parameters as desired.

An example of a CSS file (Cascading Style Sheets, that decides the appearance of the terminology display window):

(Font and) font size of displayed data

```
/* $Date: 2007/04/05 15:01:44 $ */
span {font-family:verdana;font-size:11px}
br {display:none}
div {text-align:left}
div.t {margin:10px 0}
.l {white-space:nowrap}
.d {margin-left:1em}
.d br {display:inline}
.l_dom .l {display:block;float:left}
.l_dom .d {display:block;float:left;margin-left:5px}
.md {background:#eef;padding:.2em .4em}
.md .d {white-space:nowrap}
.md .f {display:inline;margin-right:20px}
.md .f span {font-size:9px}
.md .f .l {color:#99d;font-weight:bold}

.cf {display:block;margin:20px 0}
.cf .f{display:block;font-weight:bold}
.cf .f .l {color:#99d}
.cf .f .d {color:#999}
```

Color of field labels (acc. to CSS color names)

```
.f .l {color:blue;font-weight:bold}
.f {display:block}

.t,.tc {text-align:left}

.tx * {margin-left:20px}
.tx .t {margin-top:0}
.tx .md {margin:1em 0 0 40px}
.tx .md * {margin-left:0}
.tx .md .d {margin-left:1em}
.tx a, .tx img {margin-left:0}
.tx .lLANG {display:block}
.tx .lLANG .d {font-size:13px}
.tx .lTERM .d {font-size:15px;font-weight:bold}


.tc {display:table}
.tc .t {margin:.2em 0;display:table-row}
.tc .lLANG {display:table-cell}
.tc .lTERM  {display:table-cell}
.t .lLANG .l {display:none}
```

Color of language names

```
.t .lLANG .d {font-weight:bold;color:red}
.t .lTERM .l {display:none}
```

Note!

You can always revert to the original layout for the dictionary at any time by clicking **Use Default CSS.**

Sections: Working with sections

This is where you add, modify and delete sections.

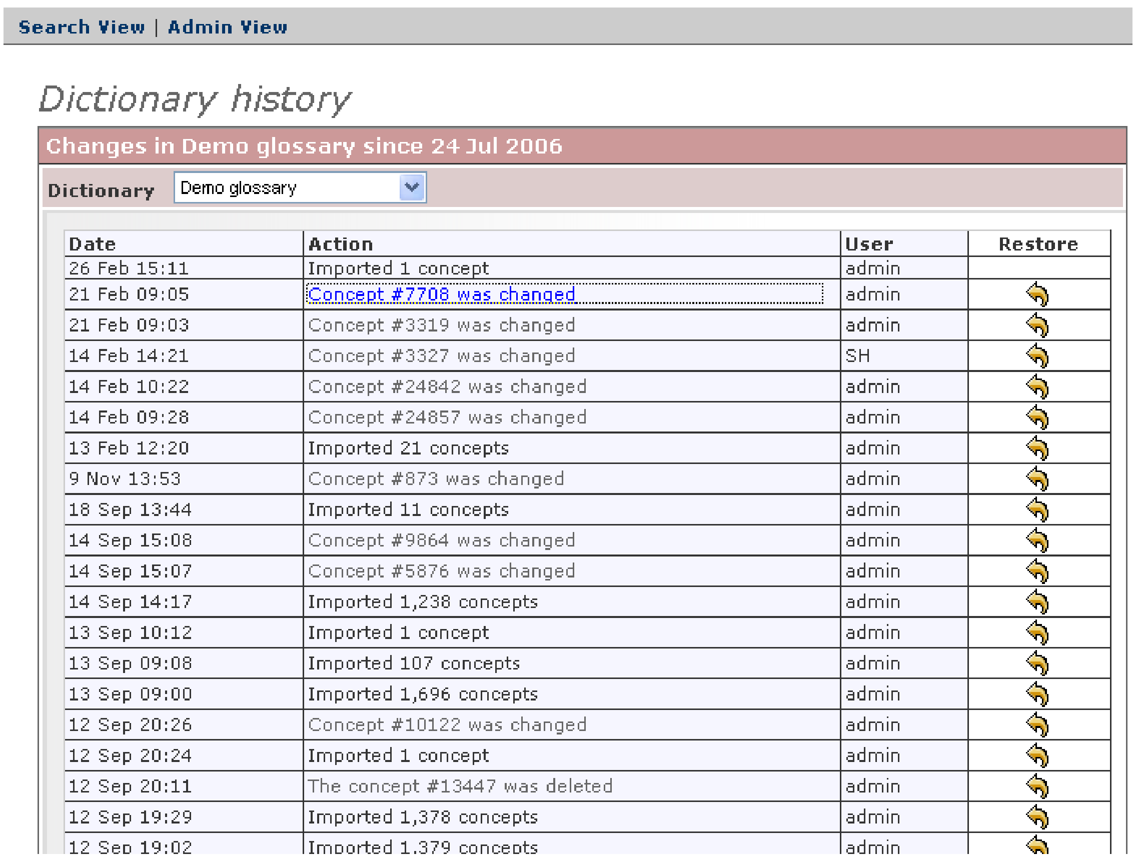
- You *add* a section by clicking **New Section**, specifying the name and dictionary for the section and then clicking **Save.** Here, you can also define at which place the section should be placed in the list of sections (section selector etc.). Type the desired order number in the **Sort index** field. Note that this has to be done starting at 1, and preferably for all sections in the dictionary.
- You *change the name of the section* by clicking the section's name on the list.
- You *remove* a section by selecting the box beside the section's name on the list and clicking **Delete Selected….**
  Note! When you remove a section you also delete all content, i.e. all term records in the section!!!

User groups that should be able to read the terms in the section and change, add or remove term records (and export and import data) in the section are described under Access Editor.

History: Show changes in a dictionary and undo changes

If you wish to undo an import, you can do for example as follows:

1) Choose the desired dictionary.
2) Click on the arrow (in the Restore column) alongside the position to which you want to restore the database.


Search View | Admin View

Dictionary history

Changes in Demo glossary since 24 Jul 2006

Dictionary: Demo glossary

Date	Action	User	Restore
26 Feb 15:11	Imported 1 concept	admin	
21 Feb 09:05	Concept #7708 was changed	admin	
21 Feb 09:03	Concept #3319 was changed	admin	
14 Feb 14:21	Concept #3327 was changed	SH	
14 Feb 10:22	Concept #24842 was changed	admin	
14 Feb 09:28	Concept #24857 was changed	admin	
13 Feb 12:20	Imported 21 concepts	admin	
9 Nov 13:53	Concept #873 was changed	admin	
18 Sep 13:44	Imported 11 concepts	admin	
14 Sep 15:08	Concept #9864 was changed	admin	
14 Sep 15:07	Concept #5876 was changed	admin	
14 Sep 14:17	Imported 1,238 concepts	admin	
13 Sep 10:12	Imported 1 concept	admin	
13 Sep 09:08	Imported 107 concepts	admin	
13 Sep 09:00	Imported 1,696 concepts	admin	
12 Sep 20:26	Concept #10122 was changed	admin	
12 Sep 20:24	Imported 1 concept	admin	
12 Sep 20:11	The concept #13447 was deleted	admin	
12 Sep 19:29	Imported 1,378 concepts	admin	
12 Sep 19:02	Imported 1,379 concepts	admin	

3) Confirm that you want to restore the database to the selected position (e.g. 21 February 9:05).

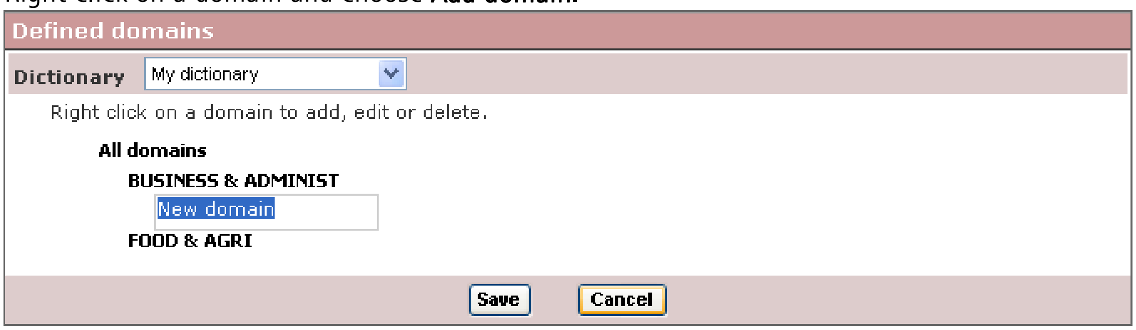
Note! The dictionary history only runs back to the latest change of the dictionary structure.

Edit Domains: Add, edit and delete domains and subdomains

How to specify domains and subdomains. While working you can show or hide subdomains by clicking on their name.

<u>Add a domain:</u>

1. Select the desired dictionary from the **Dictionary** droplist.
2. Right click **All domains** and choose **Add domain.**
3. Write over the text "*New domain" shown* in the box at the bottom of the domain list with the name of your new domain.
   Tips (in Internet Explorer): Press **shift+Ctrl** and type in the name. Confirm by pressing Enter.
4. Repeat steps 2 and 3 for all main domains.
   If you want to have subdomains:
5. Right click on a domain and choose **Add domain.**



6. Write over the text *New domain* in the box that appears with the name of the subdomain and confirm by pressing Enter.
7. Repeat steps 5 and 6 for all subdomains of a main domain.
8. Repeat steps 5 and 6 also for other main domains that are to have subdomains.

<u>To rename a domain:</u>

1. Right click on the domain name and choose **Edit domain.**
2. Write over the domain name that is shown in the box with the new domain name.
3. Confirm by pressing Enter.

<u>To remove a domain:</u>

1. Right click on a domain and choose **Delete domain.**
2. Confirm with **OK** (or undo by pressing **Cancel**).

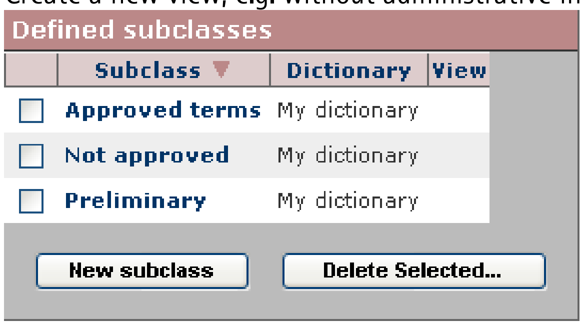
Note! When you remove a domain, the term records that belonged to that domain will then belong to the nearest preceding domain (above).

Subclasses: Create subclasses of term records

Terms in a certain subclass can be found in several different sections of a dictionary.
A subclass for a term record is created among the general fields in the same way as for a section (Edit concept level fields).
Subclasses of term records can be used for two different purposes:
1) To show term records in the subclass in the same way (with the same view) for all users except the administrator.
2) To limit a specific user group to viewing term records of a certain subclass only.

A) How to create the same view of a subclass for all users except the administrator:
(You can otherwise create a user-group specific view under "Groups".)

1) Create a new view, e.g. without administrative information. See **Edit Views**



2) Create a subclass: Click **New subclass**, type in the name of the new subclass, select the dictionary for which the subclass is to be valid and choose the view created in step 1.

B) How to create a subclass that is user-group specific:

1) Create a filter with the condition that term records belong to a specific subclass (Subclass EQUALS...).
2) Apply this filter to the user group.

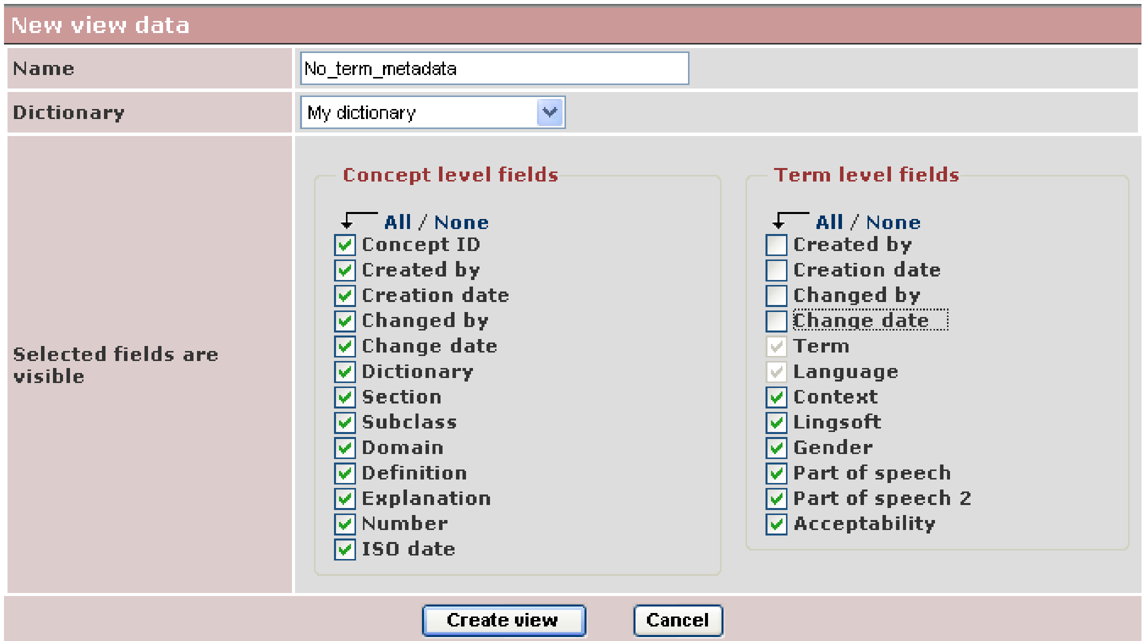
This user group will then only see the term records that belong to this subclass, and with the view that has been specified for the subclass.

Edit Views: Add, change, and delete views for a specific dictionary.

For example: If you want to hide the fields "Created by", "Creation date", "Changed by", and "Change date", on the term level for a specific user group, do as follows:

1) Click **Edit Views**.
2) Click **Add view....**
3) Give the view a descriptive name.
4) Specify which dictionary applies.

5) Deselect the fields that are to be hidden from view.



6) Click **Create view.**
7) Click **Admin View** and then **Groups.**
8) Click the group's name.
9) Choose the view in **View for group** droplist and then click **Update Group.**

The users in the group will not then be able to see the deselected fields in the view or edit mode (assuming that the group has Write access to a part of the relevant dictionary).

Import: To import term data

1) Click **Import.**
2) If you want to import terminology data using an existing settings file, select the setting file/dictionary name under **Available settings** and click **Import**.
   To change an existing settings file, select it and then click **Edit.**
   To create new settings file click **New…**, name the settings, choose a dictionary from the **Import in Dictionary** droplist, and specify the new settings for import synchronization, i.e. how the import file will be synchronized with existing information in the section, what will be imported, etc.
   Click **Save**, select the settings file and click **Import.**
3) Click **Browse,** scroll down and choose the file you want imported.
4) Click **Next >.**
5) Click **Next >** if the validation report is OK.
6) Unless already decided, select to what dictionary section the terminology data should be imported by mapping the dictionary section(s) to the section name(s) in the import file and then click **Next.**
7) If there are fields on the term record (concept) level in the import file that were not already connected (mapped) with the fields in the dictionary, select the fields that should be mapped and then click **Map** for one field name pair at a time in the **Map**

concept fields text box.
When you are finished, click **Next >.**

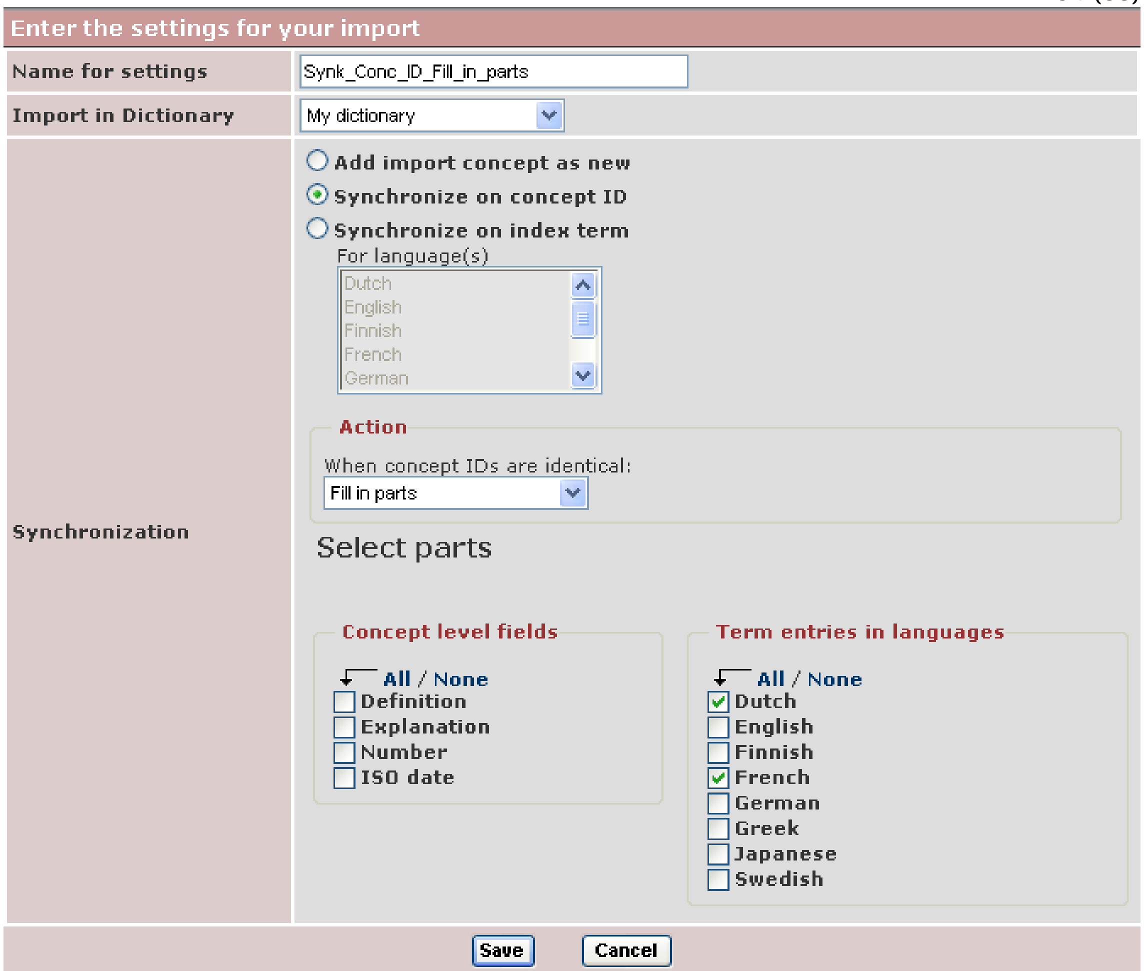
8) Repeat step 7 if necessary on the term level (**Map term fields**) and then click **Next >.**
9) Repeat step 7 is necessary for languages (**Map languages**) and then click **Next >.**
10) If you are satisfied with the mapping, click **Next >** in the **Import settings complete** text box.
11) Click **Finish** in the **Import complete** box.
    Note! The next time you want to import a similar file, the settings for mapping the import file and dictionary will be saved.

Note! When importing data from a file in the TermWeb 2 XML format:

- If you want the same Concept ID in TermWeb 2 to apply in TermWeb 3: Tick "Synchronize on concept ID".
- If you want to create a new Concept ID for term records: Tick "Add import concept as new" (recommended).
  For any supplementary import of previously exported and supplemented TermWeb 2 data, tick "Synchronize on index term".
  Note! Any domain information in the import file will be transferred to the database only if the domain or subdomains already exist in the database.

Example:

You have received an Excel file with new terms in French and Dutch and want to import data to the existing database where there are already terms in other languages. Use the import settings indicated in the figure below.



Use "Merge parts", however, if you want to supplement with new terms **and** possibly new detailed information about existing terms.

Import settings

An import setting defines how a file should be imported. You can define which fields and languages that should be affected, and also specify how concept and terms should be synchronized.

Select a setting

Your available settings are displayed in the *import settings selection view* when you click on the **Import** button in the Admin view. You will see both your own settings as well as settings defined by other users and declared to be public. If you are an administrator all import settings for all users are displayed (both private and public).
Click on an import setting to select it and then click the **Import** button to start the import wizard.

Create or edit a setting

To add a new setting, click the **New** button in the import settings selection view. To edit a setting, click the **Edit** button for the setting you want to edit. You will see the settings editor where you define your import setting.

Start by entering a name for the settings. The name must be unique among all your defined import settings.

Select the dictionary in which the file should be imported. You can only select from the dictionaries where you have import permissions.

Select the visibility for the settings. *Private* means that only you and administrator users will be able to use the setting. Selecting *Public* lets all users with import permission in the dictionary use the settings.

Synchronization

With the synchronization features you can combine existing term data with imported data, e.g. adding translations for existing terms. You specify how concepts should be recognized for synchronization, and what action should be performed in that case. The preferred way of synchronizing concepts is to use the Concept ID, but TermWeb also lets you synchronize on index term. Since TermWeb 3.5 you also have the possibility to synchronize on Term ID on the term level.

Concept synchronization methods

The following methods are available for concept synchronization:

- **Add concept as new** - No synchronization is performed, the imported concept is always added as a new concept and given a new concept ID.
- **Synchronize on concept ID** - The imported concept is matched against any existing concept with same ID in the database. If no such concept exists, the imported concept is added as a new concept, and its concept ID is kept as is.
- **Synchronize on index term** - The imported concept is matched against any existing concept with at least one term with same name in any of the selected languages. If no such concept exists, the imported concept is added as a new concept and given a new concept ID. You need to select at least one language for synchronization with this option.

Selected languages for index term synchronization does not affect which terms are imported, only which terms should be checked for concept synchronization.

Synchronization Action

The *Synchronization Action* defines what should be done with synchronized concepts. You can select one of the following actions:

- **Do not import** - No changes are done to the existing concept and no new concept is added.
- **Replace old concept** - The existing concept is deleted and the imported concept is saved.
- **Overwrite parts** - Selected parts from the imported concept is used to overwrite parts of the existing concept. See more details below.
- **Merge parts** - Selected parts from the imported concept is merged into the existing concept. See more details below.
- **Fill in parts** - Selected parts from the imported concept is filled in into the existing concept. See more details below.

Selecting parts

You select the parts of the **imported concept** that you wish to use for updating the existing concept in the database. You can select any field on the concept level, and/or terms in selected languages. Selected parts from the import concept are then used to update the synchronized concept, according to selected action.

The term entries in the synchronized concepts can also be synchronized. You can select how TermWeb should attempt to synchronize the term entries in the Term synchronization settings.

When two term entries are synchronized, every field value of the term entries is handled depending on selected action:

- **Overwrite parts** - The imported field value always overwrites the existing value, or deletes it if the imported value was empty.
- **Merge parts** - The imported field value overwrites the existing value, but the existing value is kept if the imported value was empty.
- **Fill in parts** - The imported field value is only added if there was no existing value for the field.

Same rules also applies for concept level fields.

For imported term entries that not are synchronized the actions behaves as follows:

- **Overwrite parts** - All existing non-synchronized term entries in the imported term entry's language are deleted, and replaced by the imported term entries.
- **Merge parts** - The imported term entry is added to the existing concept.
- **Fill in parts** - The imported term entry is only added if there was no existing term entry in the imported term entry's language.

Term synchronization settings

You can select how term entries should be synchronized within synchronized concepts. The options are as follows:

- **Synchronize on term ID** - The imported term entry is synchronized with any existing term entry with same term ID. This option is only available if *Synchronize on concept ID* is selected.
- **Synchronize on similarity** - The imported term entry is compared to the existing term entries, and if there is enough similarity between the entries, they are synchronized. The fields being compared are term name, language, region and orthographical variant, and the probability for synchronization match depends on the combination of matching values in these fields. Two entries with same term name and language are always synchronized.
- **No synchronization** - No term synchronization is performed

Term entries can only be synchronized within synchronized concepts, e.g. entries with matching term IDs will not be synchronized if their concepts not are synchronized.

When you are done defining your import settings, click the **Save** button to save them, or **Cancel** to leave the editor without saving your changes.

Note! If you want to "undo" a data import and restore the database to the position prior to the import, select **Admin > History.** It is not possible to "undo" a complete data import by using the history function for a term record.

Note! The metadata fields cannot be changed by editing the file to be imported. The "Created by", "Creation date", and "Change date" fields are set to the importer's ID and time of the import.

Importing using Permission Schemes

When term data is imported with Permission Schemes enabled the same permissions are enforced as for manual editing.

This means, that besides allowing the Import permission in the scheme, some other permissions should also be granted depending on what the users should be able to do during the import operation.

The table below describes what permissions are needed for different import and synchronization cases:

Import type	Synchronization type	Permissions needed (for type of change)
Import as new	*N/A*	**Create Concept** (for importing new concepts)
Import with concept synchronization (on concept ID or index term)	Replace old concept	**Create Concept** and **Delete Concept** (all changes)
	Overwrite parts	**Edit Concept** (all changes) **Edit Concept Level Fields** (for changes to concept level fields) **Create Term** and **Delete Term** (for all changes to non-synchronized terms) **Edit Term** (for changes to synchronized terms)
	Merge parts	**Edit Concept** (all changes) **Edit Concept Level Fields** (for changes to concept level fields) **Create Term** (for all changes to non-synchronized terms) **Edit Term** (for changes to synchronized terms)
	Fill in parts	**Edit Concept** (all changes) **Edit Concept Level Fields** (for changes to concept level fields) **Create Term** (for all changes to non-synchronized terms) **Edit Term** (for changes to synchronized terms)

Export: To export term data

To export term data, e.g. for review or supplementary information, you can do the following:
If you do not want to export an entire dictionary, create a filter under **Search view** > **Filters.**

1. Click **Export.**
2. Select a completed settings file from Available settings.
   To change an existing settings file, select it and then click **Edit.**
   If there are no appropriate export settings files for the dictionary, create a new (New...).
   Write the name of the export settings file, for which dictionary it is applicable, whether the export settings are to be visible for you only (Private) or for other users (Public) and the desired format of the export file.

You can choose one of the following formats:
- TBX (TermBase eXchange); standard format according to ISO/DIS 30042
- TermWeb 2 XML; compatible with previous versions of TermWeb
- MultiTerm iX XML
- Excel; section names become a tab names, language and field names become a column names.

Then choose the filter in the **Select concepts by filter** field.
Indicate which languages and fields you want in the export file.
Click **Save** when you have finished with the export settings.

3. Select the export settings file and click **Export.**
4. A picture is now shown with the mapping between the language names from the dictionary and export files. If you want to change something, you can rename the export file. Otherwise, click **Next >.**
5. A picture with the mapping between the concept level fields is shown as described above. Change as needed (does not apply to pre-defined TBX field names) and then click **Next >.**
6. A picture with the mapping between the field names at the term level fields is shown. Change as needed and then click **Next >.**
   The **Export complete!** box is shown with information about the number of exported term records.
7. Click **Open in browser** if you want to review the file. Click **Save file** and save the file at an appropriate location and with an appropriate name.
8. Click **Finish** when you are finished.

Note! You can use the same export settings, with minor modifications if necessary, the next time you want to create a similar export file.
Note! If you want to check an exported TBX file, the dtd file TBXcdv04.dtd must be in the same folder as the TBX file.
Note! Concept relations and attached objects are not included in the export file. Externally linked objects are included but not (apart from web addresses) reimportable. For export of an entire dictionary, internal links (cross-references between concepts) are included and recreatable during import to another installation, but e.g. file repository data and embedded objects have to be packed and copied separately to the new installation.

Groups: Add, modify or delete groups

If necessary, you can add a new user group.
You can also use a standard filter (for a certain dictionary) and a view (for a certain dictionary) for the group, but they should be specified first, see the sections "Use filters to search and export" and "Edit Views: Add, change and delete views for a specific dictionary."
You can also change the name, description, filter and view for the group, or remove the group.
Group members are specified under **Group Members.**
Which members are to receive access to which sections of dictionaries is set under **Access Editor** (or by using **Permission Schemes**, defining a set of rights for the user groups and then assigning this permission scheme to the desired dictionary or section).

Add a group

1. Click **Groups.**
2. Click the **New** icon.
3. Indicate the name of the user group, description, and any view or filter that is to be applicable for the group. Filter and view can be set individually for each dictionary. (Views are defined under **Edit Views** and filters under **Search View** > **Filters.**)
4. Click **Create Group.**

Change information about a group

1. Click **Groups.**
2. Click the user group's name.
3. Change the name, description, and any view and filter (per dictionary) that are applicable to the group.
4. Click **Update Group.**

Remove a group

1. Click **Groups.**
2. Tick the box to the left of the user group name.
3. Click **Delete Selected...**

Guest Account: Activate/deactivate and change information about guest users

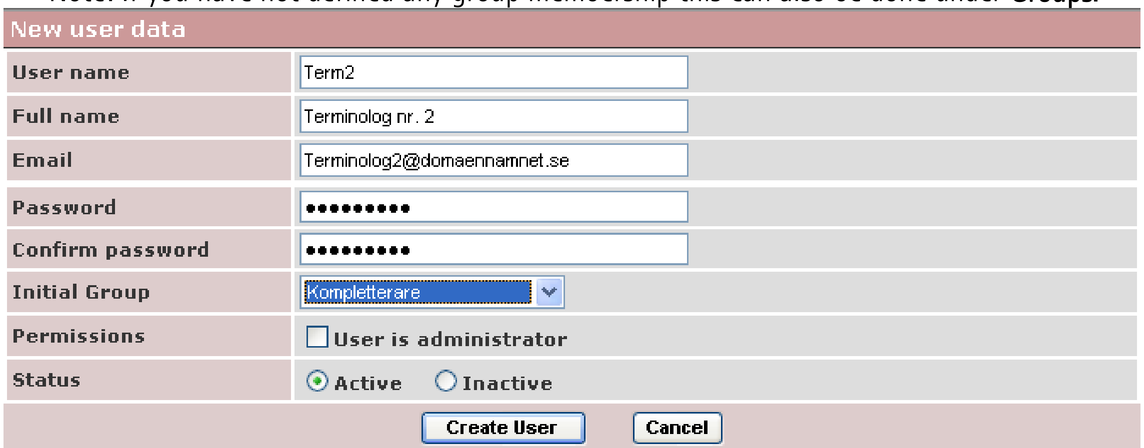
1. Click **Guest Account.**
2. Activate a guest account by ticking the box **Enable guest account.**
3. a) If the guest user is to log in the usual way: Fill in the user name and password and select **Normal.**
   b) If the guest user is to log in automatically when they visit the web site: Select **Automatic.**
4. Click **Save.**

Everyone who visits the web site will now be able either to log in
a) with the specified user name and password or
b) automatically.
Note! Several users can use the guest account at the same time.
What guest users can see is set under **Access Editor** with filters and views for the user group **Guests.**
Guest users cannot change term data; they can only search for terms, use pre-defined filters and create temporary filters. If you want, you can easily deactivate the guest account by clicking **Guest Account**, deselecting **Enable guest account** and clicking **Save.**

Users: Add, edit, deactivate/activate or delete a user

Add a user

1. Click **Users.**
2. Type in a user name, full name, e-mail address, password (twice) and primary group membership (and indicate if the user is to be an administrator or system administrator). Note! If you have not defined any group membership this can also be done under **Groups.**



3. Click **Create User** (and then **Admin View** if you want to return to the administrative function icons or **Search View** if you want to return to the search position).

Change information about a user

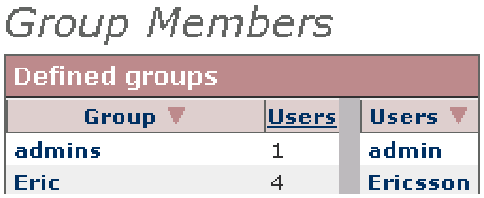
1. Click **Users.**
2. Click the user's name.
3. Make changes in the user data. Select "Inactive" if you want to temporarily deactivate the user.
4. Click **Update User.**

Remove a user

1. Click **Users.**
2. Tick the box to the left of the user's name.
3. Click **Delete Selected...**

Group Members: Indicate which user is a member of a particular group and to which groups a particular user belongs

Place users in one or more groups.



Columns can be sorted (ascending or descending) on the basis of the group name, number of users, or user names by clicking on the relevant column heading.
You can either click a group name to find out which users are members of the group or click on a user name to find out and change the groups to which a user belongs. You move users and groups by selecting the name, using the blue arrows to move them, and then confirming by clicking **Apply**.
When you have completed the task click **Admin View** or **Search View**.

Access Editor: Set the user group access to dictionaries and sections

You can specify the following for every combination of dictionary, section and *user group*:
- which groups can read (or not) the terms in the section (**Read Access** or **No access**).
- which groups can add and edit terms in the section (**Read/Write access**)
- which groups can export, import, or both export and import data in the section

Note that the status for a specific term record can also determine who is able to view and work with a term record.
Note! Authority for the Default group to All dictionaries/All sections should normally be set to **No access** after an administrator group with at least the member Admin is created.
You can then give different authorities to the groups you create in the system.

Example of procedures for authority settings

This part of the manual is for a newly installed program (but there must be sections).
When setting authority settings at a later point in time, points 1-3 can be skipped.

1. Create a group for administrator(s).
   Click **Groups** > **New Group** and then specify the name and description of the group.
2. Specify who will be included in the administrator group. Directly after installation, it is the pre-defined user admin.
   Click **Group Members** and then the admin group's name. Select Admin and move admin to the **Users in group** box with the blue arrow. Click **Apply** and then **Admin View**.
3. Remove general authority for everyone.
   Click **Access Editor** and choose
   Read/Write Access for the admin group
   and
   No access for the Default group.
4. Create the user groups that are needed (groups of people that will have special authority to at least one section).
   Click **Groups** > **New Group** and specify for one group at a time name, description and which views and filters will apply to the TermWeb dictionaries.
   Click **Create Group** and **Admin View** when you are finished.

5. Create the users that will be in the system.
   Click **Users** > **New User** and specify user name, full name, and password. You can also choose which Initial group the user will be a member. (Note! A user can belong to several groups.) Finish by clicking **Create User** for each user.
   Click **Admin View** when you are finished.
6. Place the users in groups under **Group Members** as needed.
7. Specify authority for each group under **Access Editor.**
   When All Dictionaries and All Sections are chosen:
   Specify **No access** for all groups except the administrator's group.
   Then specify authority per dictionary and section.

Note! If you import a new section of a dictionary, the authority for the dictionary applies automatically to the section. If you want to change the authority of a new section, for example hide it for some groups, choose the dictionary and the section and then specify **No access** or **Read access** for the groups in question.

Permission Schemes: Setting detailed access permissions for user groups and assigning these permissions to dictionaries and sections

If you need to decide, for all or parts of the database, more than the no access, read access, write access and export/import rights provided by Access Editor, click **Permission Schemes** and **Enable Permission Schemes.**

Note!

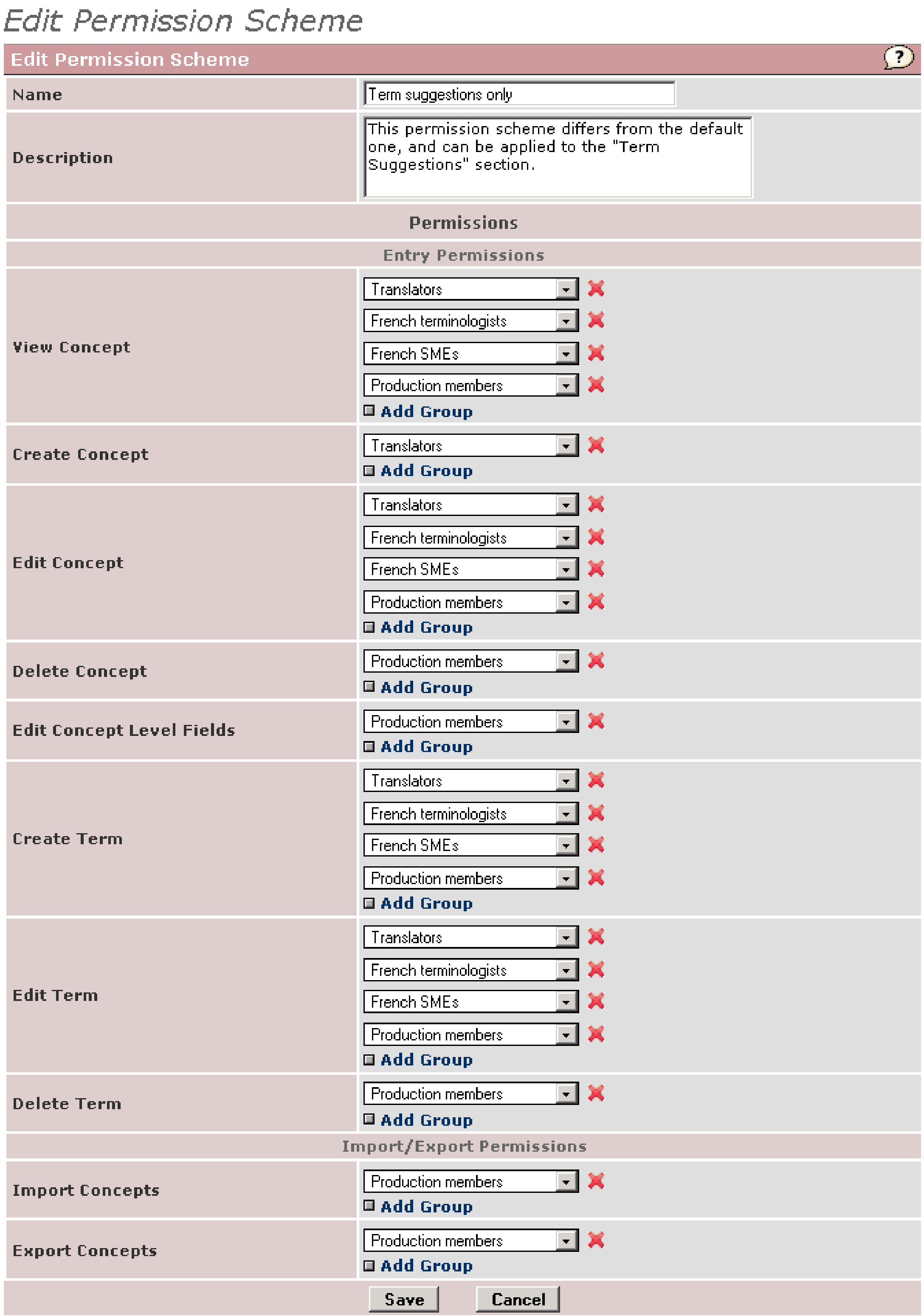
This will deactivate the settings made in Access Editor, and activate any Permission Schemes settings.

A permission scheme consists of a set of permissions granted for the different user groups. The scheme is first edited and saved and then assigned to selected dictionaries and/or sections.

After having created the user groups (and possibly the users of these user groups), first edit the default permission scheme, for all default access rights (normally disabling any automatic access for the All users group). Then add a permission scheme for any dictionary or section needing specific permissions. The following illustration shows an example of a special permission scheme to be applied to a "Suggestions" section.

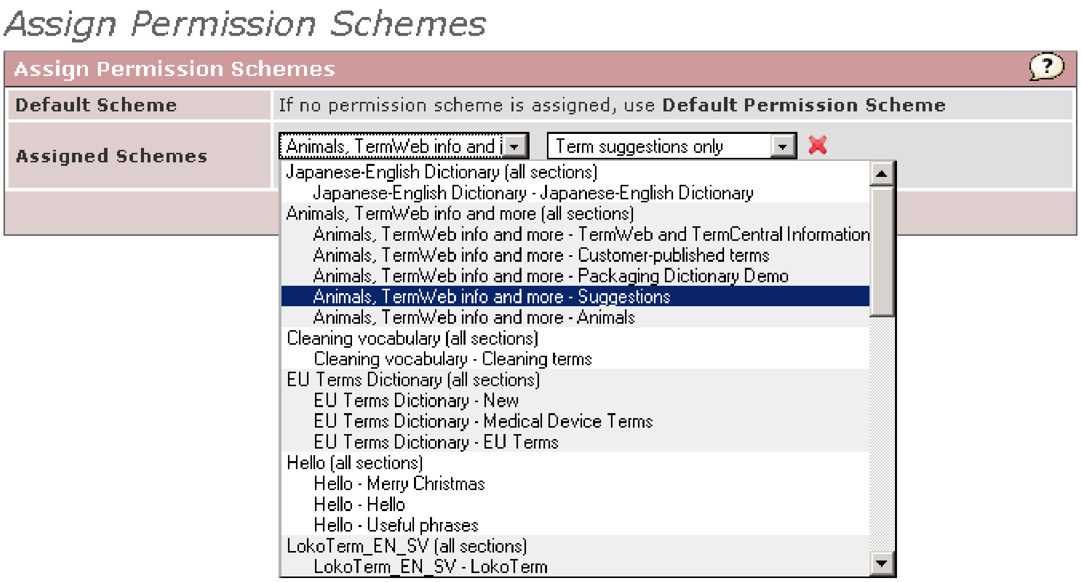
Proceed as follows:

1. Click **Add Permission Scheme** and specify the name and description of the scheme.
2. For all access permissions on the concept and term level as well as regarding export and import, under each permission, add the groups to get the permission.
   Note! If you do not specify any group for a certain permission, only administrators will have that permission.


Edit Permission Scheme
Edit Permission Scheme
Name
Term suggestions only
Description
This permission scheme differs from the default one, and can be applied to the "Term Suggestions" section.
Permissions
Entry Permissions
View Concept
Translators
French terminologists
French SMEs
Production members
Add Group
Create Concept
Translators
Add Group
Edit Concept
Translators
French terminologists
French SMEs
Production members
Add Group
Delete Concept
Production members
Add Group
Edit Concept Level Fields
Production members
Add Group
Create Term
Translators
French terminologists
French SMEs
Production members
Add Group
Edit Term
Translators
French terminologists
French SMEs
Production members
Add Group
Delete Term
Production members
Add Group
Import/Export Permissions
Import Concepts
Production members
Add Group
Export Concepts
Production members
Add Group
Save
Cancel

3. Click **Save**.

4. Click **Edit Scheme Assignments.**



5. Select the dictionary (or section) for which the permission scheme shall be applied in the left droplist.
6. Select the desired permission scheme in the right droplist
   If the permission scheme is to be assigned to more than one dictionary or section, click **Add** and repeat steps 5-6 for that dictionary or section
7. Click **Save.**

Default permission scheme

There is always a default permission scheme available. The default scheme can be edited but not removed. In the initial setup the default permission scheme is defined to allow all permissions to "All Users" group. It is assigned to "All dictionaries", which gives every user full permissions to all terminology data. Edit the default permission scheme to limit the base permissions if necessary.

Create and edit permission schemes

To add a new permission scheme, click **Add Permission Scheme** on the Permission Schemes list page. To edit an existing scheme click **Edit** for the desired scheme. You can also copy an entire scheme by clicking **Copy.** All these actions will open the Permission Scheme Details page.

Every scheme requires a unique name for identification. You can also optionally enter a description of the scheme.

You then define which groups should be granted permissions. For each listed permission you can add one or more group that should be granted the permission. Click **Add Group** to get a droplist of the available user groups, and select the desired group. To remove a group from a permission, click on the delete icon ( ) to the right of the group.

Any user will be granted a specific permission if she is a member of any group with that permission granted.

Permission dependencies

Some permissions have dependencies on other permissions. For example, a user cannot edit a concept which she cannot view, even if the Edit Concept permission is granted. The available permissions with dependencies are described in the table below.

Permission	Description	Depends on
View Concept	User can view concepts	
Create Concept	User can create new concepts	View Concept, Create Term (for at least one section in the current dictionary)
Edit Concept	User can edit the current concept	View Concept (and at least one of Edit Concept Level Fields, Create Term, Edit Term or Delete Term to be able to make any changes)
Delete Concept	User can delete the current concept	View Concept
Edit Concept Level Fields	User can edit fields on the concept level in a concept	Create Concept or Edit Concept
Create Term	User can create a new term in a concept	Create Concept or Edit Concept
Edit Term	User can edit an existing term in a concept	Edit Concept
Delete Term	User can delete an existing term in a concept	Edit Concept
Import Concepts	User can import concepts from file	See Importing using Permission Schemes
Export Concepts	User can export concepts to file	View Concept

When importing you may need additional permissions granted depending on your import settings. See Importing using Permission Schemes for more information.

Assign permission schemes

When you have defined your permission scheme you can assign it to dictionaries and sections. Click **Edit Scheme Assignments** on the Permission Schemes list page to open the Scheme Assignments page.

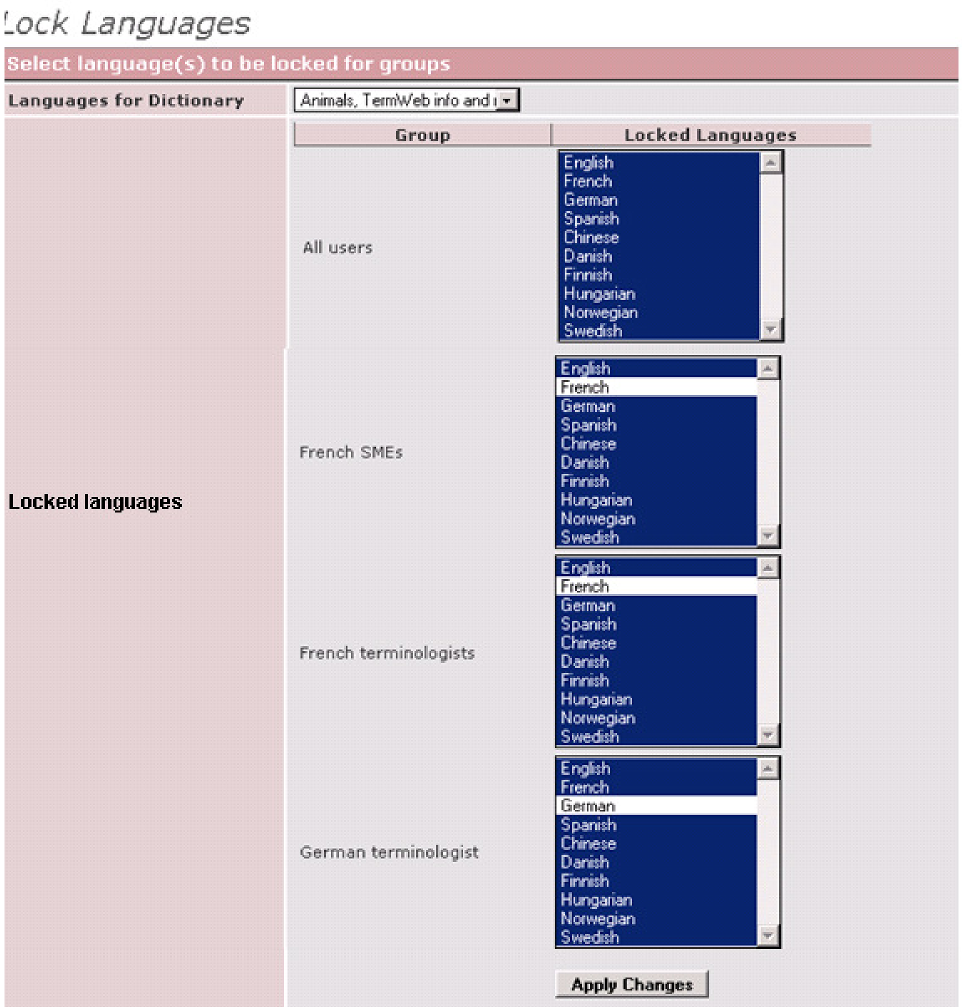
Click **Add** to create a new assignment. You will get a row with two droplists; one for dictionaries and sections, and one for the permission schemes. Select a combination of dictionary/section and scheme to create an assignment. You can delete an existing assignment by clicking the delete icon () to the right of the scheme droplist.

If no scheme is assigned for a specific section in a dictionary, the scheme assigned to "All sections" for the dictionary will be applied. If no scheme is assigned for "All sections", then the default permission scheme will be applied.

Lock Languages: Disable certain user groups from adding and editing terms in certain languages

1. Select the dictionary where e.g. write access to certain languages should be disabled.
2. For each relevant user group, click the languages that the members of the user group should not be able to add or edit.
   (If you change your mind, Ctrl-click the language.)
3. Click **Apply Changes.**

Please note that the basic access rights to the dictionaries (and their sections) are defined in Permission Schemes or Access Editor.



Scheduled Jobs: Regular automated exports of term data

Here, you can automate the export of terminology data. Proceed as follows:
Click **Admin** > **Scheduled Jobs.** A list of currently defined jobs will be displayed.

Scheduled Jobs

Defined Scheduled Jobs

	Job Name	Status	Last execution	Next execution	
☐	**French missing - weekly**	Active	14 Jan 14:15	21 Jan 14:15	**Run now**

Add Job | Delete Selected...

Job Result Log

	Job	Status	Started on	Execution time	Result
☐	French missing - weekly	OK	14 Jan 14:15	0 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	7 Jan 14:35	0 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	31 Dec 14:35	0 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	24 Dec 14:35	1 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	17 Dec 14:35	0 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	10 Dec 14:35	0 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	3 Dec 14:35	0 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	26 Nov 14:35	0 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	19 Nov 14:35	0 secs	Successfully exported data using export setting... **[more]**
☐	French missing - weekly	OK	16 Nov 14:21	0 secs	Successfully exported data using export setting... **[more]**

Select: All, None

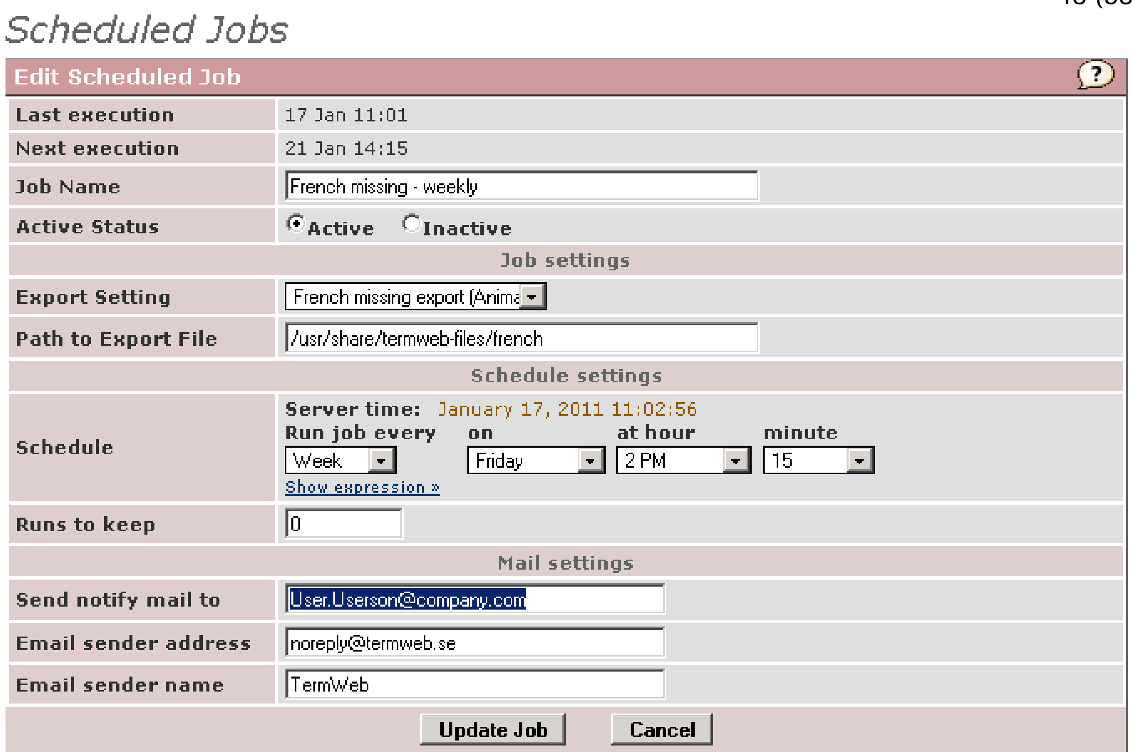
Delete Selected...

Here, you can select to order a job to be run immediately (**Run now**), as an example to make a test export, refresh the list (click the circular arrow on green background,), and view the results of a certain export (click **[more]** and the file link that is displayed). You can also delete selected exported files with their corresponding log entries and from the job result log.

To add a job:

1. Click **Add job.**
2. Give the job a descriptive name, select an export setting (if necessary, define an export setting under **Admin View** > **Export** > **New**), and enter the path to the server location where the export file(s) are to be stored. (Please note that involved software modules need access rights to this catalog.)
3. Also, enter the interval in the **Schedule** section.
4. If you want to keep all runs in the job result log, enter 0 in the **Runs to keep** field.
5. If desired, enter the email address where export notifications are to be sent, and the sender email and name to be displayed in the notification email.
6. Click **Active** to activate the job immediately.
7. Click **Create job.**

For an existing job, click the job name and, in a similar way as described above, you can deactivate or activate the job, change parameters and then click **Update Job** to save your changes.



Show expression (cron expressions)

If you want to fine-tune the schedule parameters you can the "cron expression". Then Click **Show expression.**
A UNIX crontab-like pattern is a string split in five space-separated parts. Each part is intented as:

1. **Minutes sub-pattern.** During which minutes of the hour should the task been launched? The values range is from 0 to 59.
2. **Hours sub-pattern.** During which hours of the day should the task been launched? The values range is from 0 to 23.
3. **Days of month sub-pattern.** During which days of the month should the task been launched? The values range is from 0 to 31.
4. **Months sub-pattern.** During which months of the year should the task been launched? The values range is from 1 (January) to 12 (December), otherwise this sub-pattern allows the aliases "jan", "feb", "mar", "apr", "may", "jun", "jul", "aug", "sep", "oct", "nov" and "dec".
5. **Days of week sub-pattern.** During which days of the week should the task been launched? The values range is from 0 (Sunday) to 6 (Saturday), otherwise this sub-pattern allows the aliases "sun", "mon", "tue", "wed", "thu", "fri" and "sat".

The asterisk wildcard character is also admitted, indicating "every minute of the hour", "every hour of the day", "every day of the month", "every month of the year" and "every day of the week", according to the sub-pattern in which it is used.

Once the scheduler is started, a task will be launched when the five parts in its scheduling pattern will be true at the same time.

Some examples:

5 * * * *
This pattern causes a task to be launched once every hour, at the begin of the fifth minute (00:05, 01:05, 02:05 etc.).

*** * * * ***
This pattern causes a task to be launched every minute.

*** 12 * * Mon**
This pattern causes a task to be launched every minute during the 12th hour of Monday.

*** 12 16 * Mon**
This pattern causes a task to be launched every minute during the 12th hour of Monday, 16th, but only if the day is the 16th of the month.

Every sub-pattern can contain two or more comma separated values.

59 11 * * 1,2,3,4,5
This pattern causes a task to be launched at 11:59AM on Monday, Tuesday, Wednesday, Thursday and Friday.

Values intervals are admitted and defined using the minus character.

59 11 * * 1-5
This pattern is equivalent to the previous one.

The slash character can be used to identify periodic values, in the form a/b. A sub-pattern with the slash character is satisfied when the value on the left divided by the one on the right gives an integer result (a % b == 0).

***/15 9-17 * * ***
This pattern causes a task to be launched every 15 minutes between the 9th and 17th hour of the day (9:00, 9:15, 9:30, 9:45 and so on... note that the last execution will be at 17:45).

All the fresh described syntax rules can be used together.

*** 12 10-16/2 * ***
This pattern causes a task to be launched every minute during the 12th hour of the day, but only if the day is the 10th, the 12th, the 14th or the16th of the month.

*** 12 1-15,17,20-25 * ***
This pattern causes a task to be launched every minute during the 12th hour of the day, but the day of the month must be between the 1st and the 15th, the 20th and the 25, or at least it must be the 17th.

Finally cron4j lets you combine more scheduling patterns into one, with the pipe character:

0 5 * * *|8 10 * * *|22 17 * * *
This pattern causes a task to be launched every day at 05:00, 10:08 and 17:22.

Workflows

Workflows introduction

With the workflow functionality in TermWeb you can define and automate tasks, control access permissions on the field level, and add styling to your term data.

A workflow is connected to a task in TermWeb, e.g. creating a concept or deleting a term. When the task is performed, the associated workflows are executed. For a full list of available tasks, see Workflow tasks.

In a workflow you can define conditions, functions and validations to control what should happen when and where.

Conditions

Conditions provides more detailed control over when the workflow should be executed. You can add conditions for field values in a concept or term, and also check user group membership for the user performing the task that triggered the workflow. For instance, you can define a workflow only to be executed when the concept has status "Pending" and user is a member of the group "Translators".

For more information about defining conditions, see Editing Workflows.

Functions

A workflow function defines some action that should be performed when the workflow is executed. For instance, you can set field values in the concept or term, hide fields or make them read-only when editing, or change the field style (color, font style etc).

You can define the functions to be executed before or after the workflow's task. The functions to be executed before the task are defined as *prefunctions* in the workflow. The functions that should be executed when the task finishes are defined as *postfunctions*. For details about when pre- and postfunctions are executed for each task, see Workflow tasks.

Validations

By adding validations to a workflow, you can define that some fields in the concept or term are required to have a value before saving, besides the fields already defined to be required in the dictionary definition. Using validations you can, for instance, require Definition to have a value if Status is set to Approved.

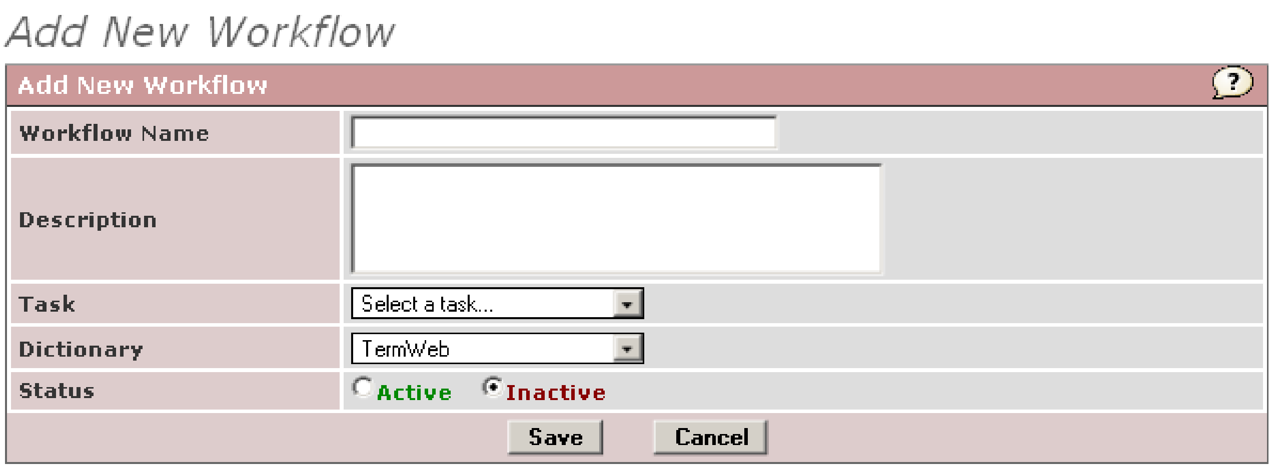
Validations are only performed when saving after an editing task. For more information about validations see Validations under Editing Workflow Details below.

Create a workflow

To create a new workflow you must be logged in as an administrator in TermWeb. Go to the Admin view and click on the **Workflows** icon.

This opens the **View Workflows** screen. Here you see all defined workflows in the system. To create a new workflow, click **Add Workflow.**

This opens the **Add New Workflow** screen.



Here you enter a name for the workflow, an optional description, select the task (see Tasks for more information), and the dictionary to which the workflow is connected. You can also set whether you want the workflow to be active or not.

Workflow tasks

The following table lists the available workflow tasks and when pre- and postfunctions are executed

Task	Prefunctions run when	Postfunctions run when
Create Concept	User is opening the Edit screen for a new concept entry	The concept is saved
Edit Concept	User is opening a concept entry for editing	The concept is saved
Delete Concept	User is selecting a concept entry for deletion	After the concept is deleted from the database
Add Term	User clicks "Add term" when editing a concept entry ***or*** User clicks "Edit term" on a term entry that not has been saved to database	User clicks "Save" in the term entry fields panel
Create Term	A new concept entry is saved (for each term entry) ***or*** A concept entry is saved after editing (for each new term entry)	Directly after prefunctions
Edit Term	User clicks "Edit term" on a term entry already stored in database	User clicks "Save" in the term entry fields panel

	when editing a concept entry	
Update Term	A concept entry is saved after editing (for each modified term entry)	Directly after prefunctions
Delete Term	A concept entry is saved after editing (for each deleted term entry) ***or*** A concept entry is deleted (for each term entry)	Directly after prefunctions
View Term in List	A term is displayed in the term list	Directly after prefunctions
View Concept	A concept entry is displayed in the result window	Directly after prefunctions
View Term	A term entry is displayed (collapsed or expanded) in the result window	Directly after prefunctions
Select Term when Editing	A term entry is selected in the Edit concept window	Directly after prefunctions

Editing workflow details

To specify what actions should be performed by a workflow you click "Edit Details" in the workflow list page. The "Edit Workflow Details" view opens.

Conditions

The conditions in a workflow determines when the workflow is executed. You can define a logical statement based on values in fields or the user's group. Click on "Edit Conditions" to open the conditions editor.

Only picklist fields can currently be used in workflow conditions. The selected field values should match the values in the entry being displayed or edited for the workflow to run.

If the workflow task affects a concept, e.g. Edit Concept or View Concept, and you have defined term level fields in the workflow conditions, all terms in the concept must fulfill the term level conditions. If the task affects a term, e.g. Edit Term or View Term in List, only the selected term and its concept must fulfill the conditions.

Functions

Workflow functions are actions that the workflow performs when executed. They are divided into Prefunctions and Postfunctions, where the prefunctions are executed at the beginning of the workflow's task, and the postfunctions are executed at the end. See Tasks for a full description.

Function types

The following workflow function types are available:

- Set Field Value
  Sets the value for a field in the current entry.

- Render Field
  Changes how a field in the current entry is rendered, e.g. hidden or read-only.

- Style Field
  Changes the appearance of a field in the current entry, e.g. color or size.

- Send Email
  Sends a customizable email to a single user or group of users. Emails can be sent directly or collected in a digest sent on a regular interval.

- Set Permission Scheme
  Temporarily changes the permission scheme for the user for the duration of the task.

Validations

Validations allow you to specify fields that should be required during an editing operation, besides the fields already defined as required in the dictionary definition. The workflow validations are checked when the entry is saved, and if a required value is missing the user will be informed and not able to save until a value is entered in the required field.

Usage examples of TermWeb 3.8 workflow functions

A) Force term creators to fill in another field if a certain value is chosen for a certain field

In this example, to check that the definition is filled in when the concept status is changed to Approved.

1. Click **Admin** (Admin view) > **Workflows.**
2. Click **Add Workflow.**
3. Name the workflow function, add a description, select "Edit concept" in the **Task** list and specify for which dictionary the workflow function should apply. Then click **Save.**
4. Click **Edit Details** for the workflow function.
5. To the right of **Defined conditions**, click **Edit Conditions** and specify under what condition the workflow function should be activated ("Status *is* Approved" in the example).
6. To the right of **Defined validations**, click **Edit Validations**, and, on the **Definition** field line, click the **Not required** value to toggle it to **Required** and click **Save.**
7. Click **Save** again.
8. Activate the workflow function by clicking the text **Inactive** to toggle it to **Active.**

Now, when the status of a concept is changed to Approved, the user will get a signal that the definition is missing when trying to save the concept:
`"Field required by workflow. Please enter Definition."`

B) Mark unapproved terms in term list with another color (red)

1. Click **Admin** (Admin view) > **Workflows.**
2. Click **Add Workflow.**
3. Name the workflow function, add a description, select "View term in list" in the **Task** list and specify for which dictionary the workflow function should apply. Then click **Save.**
4. Click **Edit Details** for the workflow function.
5. To the right of **Defined conditions**, click **Edit Conditions** and specify under what condition the workflow function should be activated and click **Save.**
6. To the right of **Defined postfunctions**, click **Add Function**, select **Style Field** and click **Add.**
7. Select **Term** in the **Field** droplist, red color in the **Color** field and font size, style and decoration as desired.

8. Click **Save.**

Edit Workflow Details

deprecated terms red in term list	
Task	View Term in List
Dictionary	Animals, TermWeb info and more
	Workflow Conditions
Defined conditions	Usage status is Not recommended **OR** Status is Rejected **Edit Conditions**
	Prefunctions
Defined prefunctions	There are no functions **Add Function**
	Postfunctions
Defined postfunctions	Style **Term** as **Sample text with a second row** **Edit** | **Delete** **Add Function**
	Validations
Defined validations	There are no validations **Edit Validations**
	Save **Cancel**

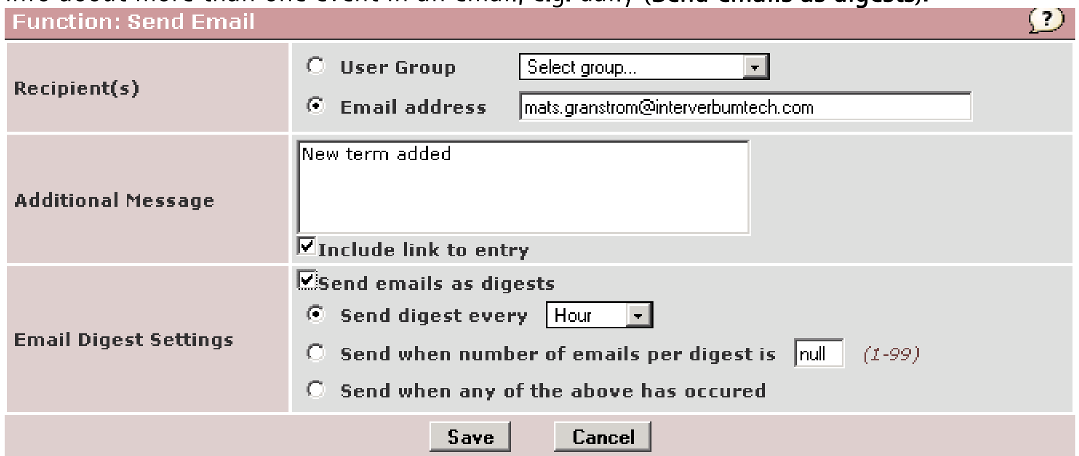
9. Click **Save.**
10. Activate the workflow function by clicking the text **Inactive** to toggle it to **Active.**

Note!
If you also want the occurrence of a deprecated term to be signaled in red in the result window, create a similar workflow for the task "View term"!

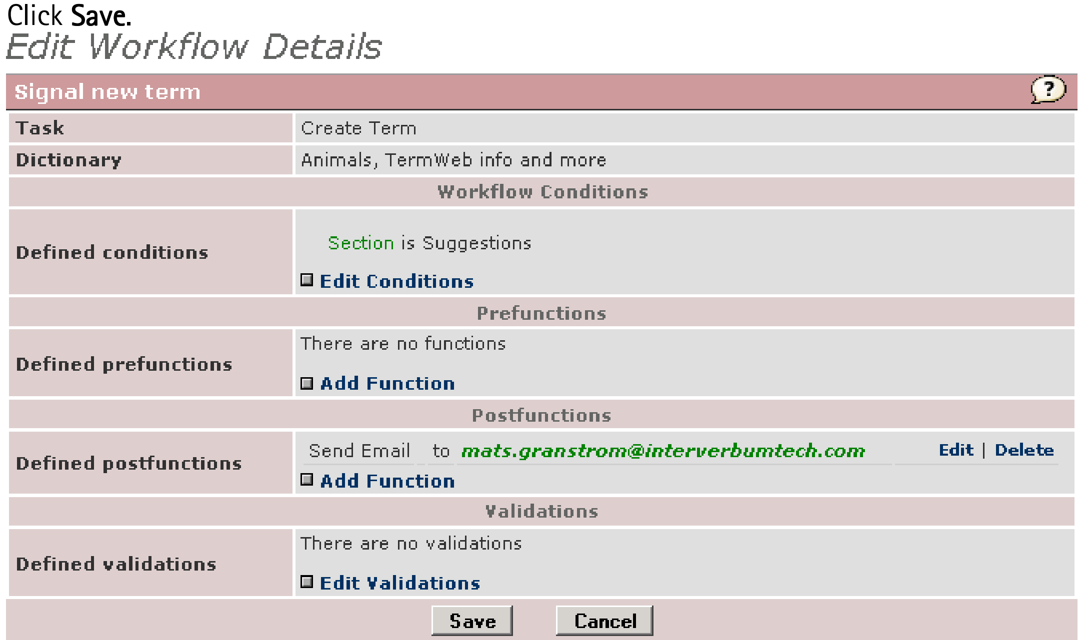
<u>C) Signal the addition of a term (or terms) by email from the system</u>

1. Click **Admin** (Admin view) > **Workflows.**
2. Click **Add Workflow.**
3. Name the workflow function, add a description, select "Create term" in the **Task** list and specify for which dictionary the workflow function should apply. Then click **Save.**
4. Click **Edit Details** for the workflow function.
5. To the right of **Defined conditions**, click **Edit Conditions** and specify under what condition the workflow function should be activated ("Sections *is* Suggestions" in the example) and click **Save.**
6. To the right of **Defined postfunctions**, click **Add Function**, select **Send Email**, and click **Add.**

7. Enter info as desired (send notification to group or to one user) and whether to collect info about more than one event in an email, e.g. daily (**Send emails as digests**).



8. Click **Save**.



9. Click **Save** again.
10. Activate the workflow function by clicking the text **Inactive** to toggle it to **Active.**

As an example, here a terminologist could get a list of term suggestions entered by other people in the organization on a regular basis. In that case, a condition that the term suggestion is entered in an "open" suggestion section could be added to the workflow. This way, the addition of new terms by terminologists in other, published, sections will not be signaled to the selected user or user group:

Resulting email (including permalinks) when terms created in Suggestions section:

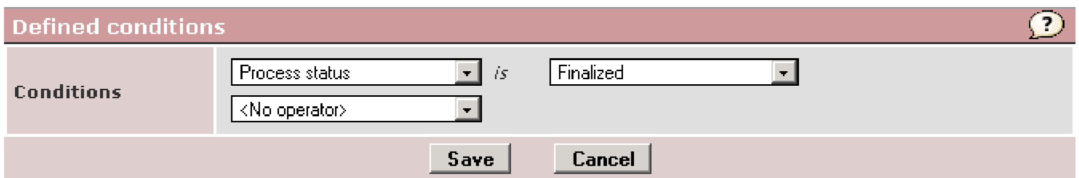
```
Administrator created a term entry: skalbagge (swe)
Entry URL: http://demo38.termweb.se:80/demo38/view/231q9/231qa
Administrator created a term entry: beetle (eng)
Entry URL: http://demo38.termweb.se:80/demo38/view/231q9/231qb
Administrator created a term entry: beatle (eng)
Entry URL: http://demo38.termweb.se:80/demo38/view/231q9/231qh
```

```
New term added
--
This message is automatically generated by TermWeb.
--
```

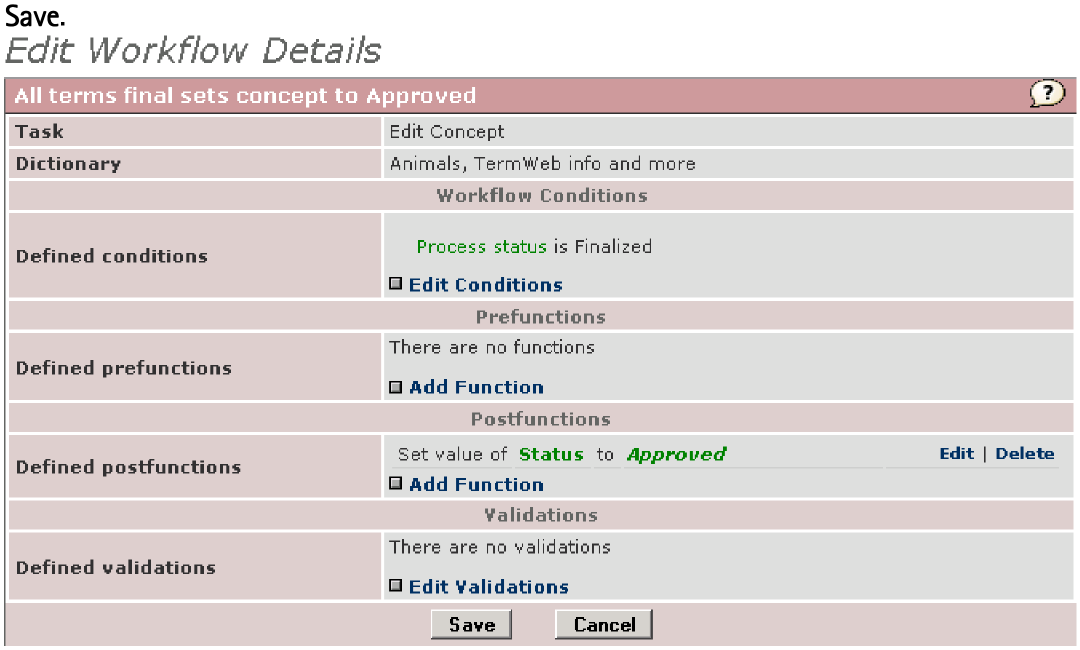
D) Automatically set concept status to Approved if all terms have Process status Finalized

Simply create a workflow like this:

1. Click **Admin** (Admin view) > **Workflows.**
2. Click **Add Workflow.**
3. Name the workflow function, add a description, select "Edit concept" in the **Task** list and specify for which dictionary the workflow function should apply. Then click **Save.**
4. Click **Edit Details** for the workflow function.
5. To the right of **Defined conditions**, click **Edit Conditions** and specify under what condition the workflow function should be activated.



6. Click **Save.**
7. To the right of **Defined postfunctions**, click **Add Function**, select **Set Field Value** and click **Add.**
8. Select **Status** in the **Field** droplist, and "Approved" in the **Set value to** field and click **Save.**



9. Click **Save** again.
10. Activate the workflow function by clicking the text **Inactive** (in the Status column) to toggle it to **Active.**

Change Password: Change your password

Change your password. If you as an administrator want to change passwords for other users, click **Admin view** and choose **Users.**

1. Click **Change Password.**
2. Enter the old password once and the new password twice.
3. Click **Save.**
4. Click **Search View** if you want to return to searching for terms (or **Log out**).

Administrator Tools: Reindex a dictionary

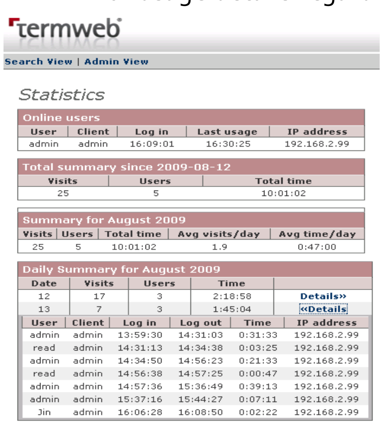
Sometimes it can be helpful to reindex a dictionary in order to increase the speed of a search. To reindex:

1. Click **Administrator Tools.**
2. Select the dictionary you wish to reindex from the **Dictionary** field.
3. Click **Start Reindexing.**
4. Click **OK** when a message that the reindexing has been completed appears in the window.

Usage Statistics

To display usage statistics over user visits, time spent, and user origin per day, month or year for your TermWeb installation, proceed as follows:

1. Click **Statistics.**
2. For usage details regarding a certain day, click **Details** on the corresponding line.



To show statistics for another month, click the name of month previous or following the currently displayed month.

Terms used in this document

Term record: A term record is the part of a structured terminological data omnibus that is applicable to a specific concept. (This concept is expressed normally by different term equivalents in various languages.)
Term equivalent: Term equivalent is used to refer to a word or expression that represents the same or a similar concept in different languages.